

SAC, Newark

3/14/50

Director, FBI

REPORT WRITING

I desire to acknowledge receipt of urlet of 3/7/50 in which you point out a problem noted in the Newark office with respect to recording enclosures to reports on the final page of the investigative section of that report. As a result of your communication, this matter has been considered and instructions are being issued to the field for a uniform handling of this matter.

The interest which prompted you to submit your communication of March 7, 1950, is appreciated.

HCB:mfc

RECORDED - 19

166-2425-976
MAR 16 1950

EX-136

MAR 14 1950

COMM - FBI

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58 MAR 21 1950

SAC, Oklahoma City

3/14/50

Director, FBI

REPORT WRITING

I desire to acknowledge receipt of urlet of 3/6/50 in which you point out a problem noted in the Oklahoma City office with respect to recording enclosures to reports on the final page of the investigative section of that report. As a result of your communication, this matter has been considered and instructions are being issued to the field for a uniform handling of this matter.

The interest which prompted you to submit your communication of March 6, 1950, is appreciated.

HCB:mfc

RECORDED - 19

65-2435-977
MAR 18 1950
80

EX-136

RECEIVED DIRECTOR
MAR 14 9 42 AM '50
U.S. DEPT. OF JUSTICE

MAR 14 1950
COMM - FBI

RECEIVED READING ROOM
MAR 13 6 28 PM '50
U.S. DEPT. OF JUSTICE

M 23

SAC, Miami

3/14/50

Director, FBI

REPORT WRITING

I desire to acknowledge receipt of urlet of 3/6/50 in which you point out a problem noted in the Miami office with respect to recording enclosures to reports on the final page of the investigative section of that report. As a result of your communication, this matter has been considered and instructions are being issued to the field for a uniform handling of this matter.

The interest which prompted you to submit your communication of March 6, 1950, is appreciated.

HCB:mfc

RECORDED - 19

EX-136

166-2435-978
MAR 16 1950
80

RECEIVED
MAR 13 6 30 PM '50

REC'D
MAR 14 1950
COMM-FBI

olson
add
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23

W. H. H. H.

HCB

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : Executives Conference

SUBJECT:

DATE: March 10, 1950

Tolson ✓
Ladd ✓
Clegg ✓
Glavin ✓
Nichols ✓
Rosen ✓
Tracy ✓
Harbo ✓
Mohr ✓
Tele. Room ✓
Nease ✓
Gandy ✓

The Executives Conference on 3-7-50, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Carlson, and Clegg present, considered the suggestion of the Dallas Office that the Manual of Rules and Regulations be amended to permit the use of additional reasons for delinquencies in investigative cases. Now, according to the Manual, no other classification explaining the delinquency can appear on the administrative report except: (1) shortage of personnel; (2) under investigation; (3) in dictation; and (4) pending other offices. The Manual states: "It is imperative that no other classification be shown."

The Dallas Office cited one example where the real reason was not included in the 4 categories mentioned and recommended that the rule be made more flexible in order to permit an accurate explanation of the delinquency.

The Executives Conference unanimously recommended that the requirements be changed so that the reasons for delinquency shall be shown on the administrative report with examples, ~~namely~~ the 4 items mentioned and eliminating the requirement that no other classification be shown. This will permit adequate flexibility for accuracy.

Respectfully,
For the Conference

✓
Clyde Tolson

cc-Mr. Clegg
Mr. Mohr

HHC:DMG

6 U(5) RAR
Chang
HCB

RECORDED - 62

16-435-979

MAR 22 1950

12

MAR 29 1950



United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

IN REPLY, PLEASE REFER TO

FILE NO. _____

March 16, 1950

~~STRICTLY CONFIDENTIAL~~

BUREAU BULLETIN NO. 11
Series 1950

(A) CRIME SURVEY REPORTS -- In the future three instead of five copies of Crime Survey Reports should be submitted to the Bureau on April 15 and October 15 of each year.

0 Investigative Reports

DECLASSIFIED BY SP8BTS/MLM *eb*
ON 3-21-83

Original copy filed in

66-2735- ✓
NOT RECORDED
45 MAR 23 1950

169
5 MAR 23 1950

March 20, 1950

MEMORANDUM FOR SAC SCHEIDT, NEW YORK
CORNELIUS, PHILADELPHIA
McSWAIN, CHICAGO
BROWN, CHARLOTTE
BOARDMAN, KANSAS CITY
ABBATICCHIO, CLEVELAND
KING, BIRMINGHAM
HOOD, LOS ANGELES

RE: ~~REPORT WRITING~~

Dear Sir:

The suggestion has been received at the Bureau that on investigative reports the Bureau's file number, when available, should be placed to the immediate right of the listing of the number of copies of reports designated for the Bureau on page one. An alternative is to place the file number with the references, which such references, as per Bureau Bulletin No. 7, dated February 24, 1950, will appear at the conclusion of the report.

Please submit your views with supporting facts to reach the Bureau by April 5, 1950.

Very truly yours,

John Edgar Hoover
Director

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

HHC:rdgh

RECORDED - 124
INDEXED - 124

MAILED 3
MAR 21 1950
COMM - FBI

MAR 24 1950

58 APR 14 1950

980



United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

IN REPLY, PLEASE REFER TO
FILE NO. _____

STRICTLY CONFIDENTIAL

March 31, 1950

BUREAU BULLETIN NO. 16
Series 1950

0
(A) SUMMARY REPORTS - PERIOD FOR WHICH MADE -- In order to insure uniformity it is desired that the following instructions be followed in the future in the preparation of summary reports. Under the heading, "Period For Which Made," there should be shown the date or dates on which the file was reviewed or other administrative action taken other than dictation. If no other administrative action was taken on the date of dictation this date should not be included. Where administrative action, such as file review, is performed on the same date as the dictation, such date will, of course, be included.

Where a summary report is submitted as the original report and in lieu of an investigative report, the period for which made should in addition to the above include the dates on which investigation was actually conducted.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-18-88 BY SP8 BLS/mem

66-2435
NOT RECORDED

27 APR 15 1950

ORIGINAL COPY FILED IN 66-2435-1042

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Charlotte

SUBJECT: REPORT WRITING

DATE: April 3, 1950

Reference is made to Bureau memorandum dated March 20, 1950, to eight designated Special Agents in Charge regarding the above matter.

I wish to respectfully recommend that the suggestion set forth in Bureau memorandum dated March 20, 1950, regarding the placing of the Bureau file number to the immediate right of the listing of copies of reports, be adopted. My support of this recommendation is based upon uniformity in the field in listing by copies of reports the file number of the various auxiliary offices where available. The listing of the Bureau file number by the Bureau copies would, of course, be in line with existing procedure and easily handled during the typing of the first page. Further support of this recommendation is the ease of handling at the Seat of Government.

It appears that if the file number is placed on the first page, clerks at the Seat of Government will immediately note the existence of a Bureau file number and be guided accordingly. In the event the suggestion is adopted, if no file number appears it will be immediately assumed by these clerks there is none available within that particular field division. In the event the file number is placed with the references in the appropriate section of the investigative report, it will necessitate time on the part of the searcher to examine each report. When thousands of these reports are handled each day, it appears that the suggestion would be most time saving.

The only objection to the placing of the file number on the front page might possibly be that the Bureau does not desire outside agencies, in the future, to be in possession of such information.

CWB:WH

RECORDED - 3
INDEXED - 3

APR 4 1950

37

Joint Comm. Memo.
Bureau Bulletin
4/19/50 - HHC: dgh

MAY 2 11 03 AM '50
EX-2

MAY 18 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: April 4, 1950

FROM : SAC, Butte

SUBJECT: REPORT WRITING

Reference is made to Bureau Bulletin #7, Series 1950, Paragraph A, concerning report writing.

The following suggestion has been received from SA JOSEPH J. PIEPER concerning this matter:

"The purpose of eliminating references from the investigative section of reports is apparently for the reason of not indicating to outside agencies, who may get copies of the report, that other reports are available.

"If this is the reason, the purpose is defeated in those instances where copies of investigative reports are sent with a report as enclosures. The reports in these instances are fully described as enclosures immediately after the details. Outside agencies would thus know that other reports are available in the same case."

SA DAVID W. MURRAY of this office has also forwarded the following suggestion in connection with the same matter:

"In studying Section A of referenced Bureau Bulletin, the thought occurred that one item may have been overlooked as far as the security of references is concerned. It would appear the Bureau desires to conceal that fact that other reports in a given case have been written by removing the reference from the first page of the report.

"It would also seem reasonable that similar instructions should be given concerning a report which forwards other reports as enclosures for the assistance of an auxiliary office in the conduct of requested investigation. Such reports have also been listed in the investigative report as being furnished for information. Present report writing instructions provide for brief comment concerning the reason other reports are being forwarded and at the close of the details the reports being forwarded as enclosures are listed. The first page further carries the abbreviation 'encl' following the copies of the investigative report for an auxiliary office.

"I would like to suggest that the Bureau consider placing information relative to reports as enclosures on the administrative page of the investigative report. Consideration should also be given to the advisability of continuing the practice of placing the abbreviation 'encl' after the designated copies of the report for the Bureau or auxiliary offices."

RECORDED - 65

66-2435-982

These data are being forwarded for the information and consideration of the Bureau.
CJC:iap

INDEXED - 65

EX - 62

TWO

FBI

4/17/50

CDD/jig

Murray
cc: SPC

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. H. H. CLEGG
 FROM : Mr. H. C. Boswell
 SUBJECT: SUMMARY REPORTS (PERIOD FOR WHICH MADE)

DATE: 1-30-50

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Reference is made to the attached memorandum from Mr. Rosen to Mr. Ladd dated January 24, 1950, in which it is stated that prosecutive summary reports are not consistent in that some offices include all of the investigative periods under the heading "Period For Which Made" while others include only the date on which the report was made. This memorandum states that there is no requirement under the present instructions as to the date to be set forth under "Period For Which Made" and that it is believed that the date under this heading on prosecutive summary reports should be the date the report was made.

Section 11E of the Manual of Rules and Regulations under the heading "Period For Which Made" states as follows:

"Under 'Period For Which Made' shall be shown the dates upon which investigative or administrative functions other than dictation have been performed."

It, therefore, appears to me proper to include under the heading "Period For Which Made" the dates on which administrative functions are performed, such as, file reviews, etc. I do not believe that it is proper to include in the "Period For Which Made" the date the summary report was made since that information is included under the heading "Date When Made" on the report and, further, because the Agent performs no investigative or administrative function in connection with the case on the date when the report is made. The intentions, it appears from previous instructions, are for stenographers to include under the heading "Date When Made" the date on which the report is typed.

RECOMMENDATION:

It is recommended that, since the Investigative Division has noted variances in the manner in which the periods for which reports are made have been set forth, Section 12A, relating to summary reports, be amended to include the following statement:

"Under the heading of the report 'Period For Which Made' shall be shown the dates upon which file reviews and other administrative functions other than dictation have been performed in the preparation of the report."

HCB:DMG

65 APR 17 1950

Ex. Conf. Memo
 3/21/50 - HHC: dgh

EX-80

116-2435-983
 37

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. LADD *Am*
 FROM : A. ROSEN *AR*
 SUBJECT: PREPARATION OF PROSECUTIVE
 SUMMARY REPORTS

DATE: January 24, 1950

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

A review of the prosecutive summary reports being submitted by the field offices discloses that there is considerable variance as to the date and dates set forth under the heading "Period for which Made." In some instances all of the investigative periods are set out and in others the date on which the report was made.

It is noted that there is no requirement under the present instructions as to the date to be set forth in the "Period for which Made." It is believed that the date the prosecutive summary report was made is the date that should appear under the caption "Period for which Made" where the summary report is not the initial report submitted.

It is suggested therefore that this matter be referred to the Training and Inspection Division so that appropriate instructions may be incorporated in the next revision of the Manual of Rules and Regulations.

cc Mr. Clegg

EJM/rh

ENCLOSURE

983

RECORDED - 83

16-51-1000

10-30-50
#CB
Ex. Conf. memo
3/21/50 - HSC: dgh

16-51-1000
1000

Federal Bureau of Investigation
United States Department of Justice
407 U. S. Court House
Seattle 4, Washington
April 5, 1950

Director, FBI

RE: SUGGESTION ~~Standards~~ of Written Language

Dear Sir:

The Bureau has emphasized the necessity of preparing investi-
gative reports which conform to high standards of appearance, organization
and diction.

It is suggested that the adoption of ~~written~~ language style
standards would assist in the maintenance of the desired high quality of P. R.
reports. It is believed that the style standards of publishing houses and
others will be found to serve the purpose very well, though certain additions
particularly applicable to Bureau work may also be desirable. These style
booklets are usually rather simple and inexpensive. If made available to
supervisors, agents, and particularly stenographers in the field I am con-
fident they would bring about a desired standardization.

A typical situation: An agent prepares a rough draft report
with no attention to the proper use of capital letters. A supervisor's time
is necessitated in marking in the correct letter forms. Or a stenographer
with the "comma" habit transcribes a report so sprinkled with commas that
the meanings of certain statements may be changed, or the general style and
appearance are not such as will favorably impress officials of another Depart-
ment who may study the report. The agent and the supervisor reviewing the
report may find cause for stenographic revision thereof. When the report
reaches the Bureau the reading section which reviews it may find it necessary
to make further changes, because the field office is not cognizant of the style
considered best by the Bureau. A simple manual of good language and style, if
available in the field, would save much time and result in better reporting.

Very truly yours,



Special Agent

b6
b7C

Ex. Conf. Memo
4/24/50 - HHC:dgh
58 MAY 8 1950

194 INDEXED - 76
RECORDED - 76

66-2435-984
APR 11 1950
TWO
FILES

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: April 7, 1950

FROM : SAC, Minneapolis

SUBJECT: FORM OF INVESTIGATIVE REPORTS

Special Agent [REDACTED], our Resident Agent at Sioux Falls, South Dakota, has submitted the following suggestion:

b6
b7c

With reference to the new form of sequence in investigative reports, it is suggested to further protect the security of information contained in investigative reports the Bureau issue instructions to the effect that under details at no time should any reference be made to previous reports or other communications relating to the investigation. It is also suggested that the word "Changed" in the title of the report be omitted and instead, where the title is changed, the old title be shown in regular type and the addition or omission be typed in capitals, and where necessary the change be explained on the reference page.

MBR:EB

INDEXED - 76

RECORDED - 76

985

Ex. Conf. Memo
4/24/50 HHC: dgh

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. Rosen

DATE: February 8, 1950

FROM : Mr. Jones

SUBJECT: CORRECTION OF REPORTS
INVESTIGATIVE DIVISION

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

PURPOSE:

To advise you of the manner in which necessary corrections are made in reports handled by the Investigative Division.

BACKGROUND:

Bureau Bulletin 34, Series 1949, dated July 8, 1949, captioned, "Report Writing," enunciated the rule that reports must meet standards set forth therein before being distributed to any outside agencies. The term, "outside agencies," was stated to include any agency, branch, establishment or official of any other governmental agency.

In order to meet the standards prescribed in this Bulletin, it is sometimes necessary that reports be amended prior to dissemination. The following are the procedures in use in the Investigative Division by which reports are amended.

FACTS:

It was ascertained that supervisors in the Criminal Section, Accounting, and Fraud, Selective Service and Civil Section follow the same procedure when it is found necessary to have a report corrected. The procedure is as follows:

A letter is sent to the field requesting them to submit amended reports, or pages of reports. At the same time the field is requested to make changes in the reports in the possession of United States Attorneys. The field then submits amended reports, or pages of reports, to be substituted for those originally furnished.

When these new reports or pages are received from the field, they are sent by the Supervisors to the Consolidation Unit of the Records Section where the corrected pages are substituted. The old pages are attached to the back of the report and a notation made on the original report to the effect that a substitution has been made. When new, amended reports are received, they are treated in the Records Section as a completely new report; that is, given a new serial number.

WPJ:NH

APR 17 1950

RECORDED - 32

APR 11 1950

1-2-2955-986

Memorandum to Mr. A. Rosen

SPECIAL INQUIRY SECTION

It should be pointed out that practically all of the reports handled by this section are furnished to other Governmental agencies--State Department, CIA, Department of Justice, etc. In this Section the Supervisors have followed two procedures in making necessary corrections in reports:

1. Where the corrections are not extensive, and time is of the essence, corrections are made by the Supervisors at the Seat of Government. Inasmuch as all these cases have deadlines, the Supervisors frequently make all necessary corrections in the interest of expediency. When this procedure is followed, Supervisors have been instructed to mark the necessary corrections on the original report. The corrected pages are then substituted for the original pages in the carbon copies of the report and the old pages destroyed. However, in the original report the old pages showing the corrections to be made are not destroyed but are stapled to the back and a notation is made that the corrected pages are attached at the back of the original report. In addition, when any substantial deletions, alterations, or changes of any kind are made at the Seat of Government, corrected pages are sent to the field by letter in order that the field file will be consistent with the file at the Seat of Government.
2. Where extensive corrections are necessary, or where changes in the substance of a report are desirable, and in instances where time is not of the essence, the Supervisors request the field, by letter, to submit new reports or corrected pages. When these are received from the field offices, they are inserted in their proper places in the original and copies of the report, and the pages replaced are destroyed. The Supervisors have been issued instructions that a notation should be placed on the cover letter received from the field with the amended pages, to the effect that the amended pages have been placed in the report and the old pages destroyed.

It appears desirable that the Bureau file contains, (1) a copy of the report as originally received from the field, and (2) a copy of the report as it was transmitted to an outside agency. It further appears desirable that field office files be consistent with the file at the Seat of Government. It appears that the procedures now being used in the Investigative Division assure these results.

RECOMMENDATION:

That the present procedures used by Supervisors of the Investigative Division in correcting reports be continued.

W. K. R.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : Executives Conference

SUBJECT:

#3231013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/13/91 BY SP5CJH/F

DATE: 3-7-50

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

The Executives Conference on 3-7-50, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Carlson and Clegg present, considered again the matter of Daily Reports. This matter had been previously considered and had been referred to Inspectors Gurnea and Naughten for special study during the next several inspections.

Previous Survey

In September 1949, the SAC's of the following offices opposed continuing Daily Reports as at present: Albany; Anchorage; Atlanta; Baltimore; Boston; Buffalo; Chicago; Cincinnati; Dallas; Detroit; Houston; Indianapolis; Knoxville; Little Rock; Memphis; Minneapolis; Mobile; Newark; New Orleans; New York; Norfolk; Oklahoma City; Philadelphia; Phoenix; Richmond; San Antonio; San Diego; San Francisco; and Springfield. They favored returning to the practice in existence prior to January 1, 1949, described below.

Those favoring the continuance of Daily Reports as at present were: Charlotte; El Paso; Kansas City; Louisville; Milwaukee; Omaha; Pittsburgh; Salt Lake City; Savannah; and Seattle. The present practice is for all Agents to submit Daily Reports regardless of the location of the Agent in the Field or at headquarters city. Such Daily Reports substantially account for their time throughout the work day.

Practice Prior to January 1, 1949

Prior to January 1, 1949, Daily Reports were submitted only by those who were absent from the headquarters city in excess of 24 hours. The Daily Reports submitted at that time were on 5" x 7" cards reflecting the town where the Agent went and the file number of the cases on which he worked in that town. (At that time it was also required that the Number Three Cards be maintained for 1 year, these cards being those prepared by Special Agents in headquarters cities and by Agents in Resident Agency headquarters when 3 or more Resident Agents were assigned to headquarters. On these Number Three Cards there appeared the plans of the Agent for the day, where he was expected to go, the case numbers and the expected time of his return to the office. These cards were filled out by Agents as they departed from the office at the start of the day or any time during the day.) With the requirement that each Agent prepare a Daily Report, these Number Three Cards were not retained longer than 1 day after the date of their preparation.

Views of Inspector Gurnea

He could draw no definite conclusions as to the cost of preparing and maintaining Daily Reports since some Agents prepare them during working hours; some immediately after interviews; others prepare notes and then with these notes they prepare the complete report at the end of the day; and some prepare them on their own time after working hours. He estimated it takes about 10 minutes of an Agent's time per day to prepare these reports. He was unable to say definitely whether

cc-Mr. Mohr
Mr. Clegg
HHC:DMG

RECORDED - 82
INDEXED - 82

MAR 14 1950

RECORDED

Memorandum for the Director

production had increased or decreased due to the requirement of preparing Daily Reports. Inspector Gurnea believes Daily Reports serve the purpose of providing a concrete control record of the activities of an Agent and they will permit an analysis of his productivity. They serve as an aid in detecting weaknesses during inspections and he thinks that Daily Reports should be continued and made greater use of by SAC's to check on such things as the rough drafting of reports by Agents, top heavy administrative assignments, delinquencies and Resident Agents' assignments.

Views of Inspector Naughten

Inspector Naughten made a detailed analysis at the San Francisco, San Diego and Phoenix Offices during his inspections of those offices. In San Francisco, the Agents spent an average of 8.7 Agent days each day preparing Daily Reports. This was an average of over 21 minutes per Agent each day. The average time spent by San Diego Agents in preparing Daily Reports was nearly 17 minutes per day and at Phoenix, nearly 18½ minutes per day. The total cost per annum for each Agent at these 3 offices was as follows: San Francisco - \$253.70; San Diego - \$202.00; and Phoenix - \$218.99.

This figure includes preparation, supervision and filing, to which should be added the cost of filing space, cabinets, paper, printing and mailing. The amount of supervisory time spent in reviewing and handling these Daily Reports ranged from a low of .5 minutes at Phoenix to a high of .91 minutes at San Diego, with .72 minutes at San Francisco. The total clerical time required in filing these reports required 1.1 hours clerical time per day at San Francisco, .03 hours clerical time at Phoenix, and .06 hours clerical time in San Diego.

Mr. Naughten concludes that there is no basis for any claims that Daily Reports have increased or decreased production. The variables as to the amount of work handled per Agent reflected nothing that would be helpful in this connection and the SAC's and supervisory staffs agreed that there was no justification for a claim that Daily Reports, as now required, had increased production. He thinks they are too expensive to justify their continuation and recommends that we revert to the system used prior to January 1, 1949, which the majority of the SAC's recommended.

Advantages of Present Report Form

(1) Provides a daily reminder to Agents as to the need for production; (2) Requires an Agent to account for his time, which constitutes healthy pressure; (3) Simplifies supervision of Agents; (4) Provides a system of checking on the organization of Agents' work; (5) Aids in training New Agents to organize their work; (6) Provides protection for Agents in order to show their whereabouts when required to supply such information; (7) The form used prior to January 1, 1949, was useless; (8) Permits surveys to be made of recent activity; and (9) Provides a good psychological effect.

Memorandum for the Director

Disadvantages of Present Daily Report

(1) Too expensive to justify its value; (2) Requires more space and time for filing; (3) Requires duplication when Number Three Cards are prepared showing what the Agents plan to do and the Daily Reports show what they have done, this being applicable to Agents in headquarters cities and Resident Agencies; (4) No facts to establish any increase in production or that there has not been such an increase; (5) Present report is too voluminous and contains too much useless data; (6) It is just a red-tape procedure which efficiency does not justify; (7) Proper supervision is provided by production records, such as, Assignment Cards, reports prepared, Number Three Cards and planned travel itineraries, which many Agents prepare; and (8) The present Daily Report causes emphasis to be placed on quantity rather than quality and adversely affects morale.

Executives Conference Recommendation

Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd and Rosen recommended that the present regulations concerning Daily Reports be continued, but that the requirement be mandatory that the Daily Reports be prepared after office hours, or as each interview is completed; the notes can be made as the work is handled and then be incorporated in the Daily Report at the close of the day after office hours. This would eliminate the cost difficulties almost in their entirety since the time used for the preparation of the reports would be after regular working hours.

Messrs. Carlson and Clegg ^{NEASE} recommended, as per the majority of SAC's, that we revert to the brief form of Daily Report and the practices related thereto, which were in effect prior to January 1, 1949. They were of the opinion that requiring the Daily Reports to be made after office hours would merely be substituting part of such overtime as is now spent on investigative work for the amount of time required for the preparation of these administrative types of Daily Reports.

Respectfully,
For the Conference

✓
Clyde Tolson

*See my memo
dated 12-15-50 for
action
JPM
2/2/50*

DAILY REPORT

FILE NUMBER

NAMES AND ADDRESSES OF PERSONS INTERVIEWED
AND DESCRIPTION OF OTHER WORK AND TRAVEL PERFORMED

TIME	
START	END

[illegible]REMARKS: _____

BLOCK STAMP

PLACE: _____

DATE: _____

SPECIAL AGENT: _____

66-245-987

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: March 21, 1950

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUMMARY REPORTS (PERIOD FOR WHICH MADE)

The Executives Conference on March 20, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Carlson and Clegg, considered the recommendation as to the type of information to appear in the block labelled "Period For Which Made" in summary reports. It was found that some Agents were placing the all-inclusive period covering the time when the investigation was made; others were including only the time spent in the file review; and others were indicating the date on which the dictation of the summary report occurred.

The Executives Conference unanimously recommended that the following be set forth in the Manual of Rules and Regulations:

"In summary reports, under the heading 'Period For Which Made' shall be shown the date or dates when the file was reviewed or other administrative action, except dictation, was taken in connection with the preparation of the summary report. In those instances when the summary report is being submitted in lieu of an investigative report, the period during which the investigation was conducted and which is being initially reported in the summary report shall be shown in this block."

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Clegg
Mr. Mohr

HHC:dgh

Handbook and
Manual 7.

R. + R. Lanning
revised
3/23/50

By Bulletin
prepared
3/23/50
CDM/jmg.

RECORDED - 95

INDEXED - 95

65 APR 21 1950

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

66-2435-988
UN RECORDED COPY FILED IN 66-1934

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: April 3, 1950

FROM : GUY HOTTEL, SAC, Washington Field Office

SUBJECT: ~~X~~ Investigations Conducted by Special Employees

Under the present rule, when a Special Employee conducts an investigation and writes a report, it must be set forth on the administrative page that the investigation was conducted by him.

It is suggested that this rule be changed to permit its being set forth on the lead page as well as the administrative page. In numerous cases this would eliminate an extra page.

GH:MCP

RECORDED - 68
INDEXED - 68

APR 27 1950

ack. 4/6/50
JHm: dgh

Previous handler
66-2435-989
APR 11 1950
K

Invest. Five Report

*401

June

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Callan

DATE: March 28, 1950

FROM : Mr. Morris, *by AM*SUBJECT: SUGGESTION ~~FOR~~ CONSOLIDATION OF LEAD, ADMINISTRATIVE
AND CONFIDENTIAL INFORMANT SHEETSPURPOSE

To suggest that the Lead, Administrative and Confidential Informant Sheets, which are presently appended to investigative reports, be consolidated.

BACKGROUND

It has been noted on numerous occasions that an investigative report will have attached to it three separate sheets, each of which will contain only a brief paragraph setting forth respectively, a short lead, the identity of an informant, and a sentence or two of other administrative data. Many times all of this information would take up less than one page of actual typing. Since these pages have no individual use either at the Seat of Government or in the field and since all are detached from any report which is transmitted outside the Bureau, it appears that it would be to the advantage of the Bureau from the standpoint of speed, economy, and to decrease the possibility of error to have these sheets consolidated. Of course, special captions such as "Leads", "Administrative Data", and "Confidential Informants" should be used.

RECOMMENDATION

It is suggested that a new rule be adopted which will permit the inclusion on one page of the information which now appears separately on the Lead, Administrative and Confidential Informant Sheets because: (1) in the interest of speed, the procedure will permit the stenographer to continue typing in many instances where she would have to stop and insert a new page merely to record a brief bit of information, (2) in the interest of economy, it will decrease the number of pages necessary. In a large percentage of the reports it will result in the use of only one extra page instead of two or three, and (3) it will decrease the number of pages to be detached when a report is sent out of the Bureau and thereby lessen the possibility of error.

WAM:rsn *rsn**Previously Handled
RO*RECORDED - 60
INDEXED - 60

EX-6

62-2435-990

MAR 28 1950
FBI
JUN 28 1950Ack. 3/31/50
CDM:dgh
JUN 28 1950

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

398

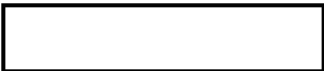
New York, New York
April 14, 1950

MEMO:

Re: SUGGESTION #398
CONSOLIDATION OF LEAD, ADMINISTRATIVE
AND CONFIDENTIAL INFORMANT SHEETS

I believe that this suggestion is a very good one and I agree with the three reasons given for its adoption. The only disadvantage that comes to my mind would be in that case where the supervisory official reading the typed report would feel the necessity for adding or deleting an undeveloped lead or adding to or deleting from the administrative portion of the report. If the leads, administrative portion and confidential informant portion were combined, this would possibly result in retyping the whole page, whereas one lead or some administrative material could be added if the pages were maintained separately. I believe, however, that the advantages of consolidating the three pages considerably outweigh the disadvantage and that in the long run a considerable saving of time and material would be effected.

Along this same line I should like to suggest that all descriptions of enclosures to a report be carried on this page for the following reasons. Descriptions of enclosures are primarily of an administrative nature. Many times enclosures consist of photographs and material obtained from highly confidential sources. If the description of the enclosure is included in the investigative portion of the report and the report is subsequently disseminated to an outside agency, although the outside agency will not receive the enclosure, that agency may note the existence of such an enclosure and subsequently request that the enclosure be made available for examination. This could conceivably cause the Bureau some embarrassment if the Bureau felt that the material contained in the enclosure was of such a nature that it should not be distributed.


Supervisor, Section #12

b6
b7C

Previous handled
RECORDED - 60
INDEXED - 60
EX-6
66-2435-991
APR 18 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 FROM : SAC, Seattle
 SUBJECT: REPORT WRITING

DATE:

April 3, 1950

Further reference is made to Bureau Bulletin No. 7, dated 2/24/50, Series 1950. If the purpose of the instructions in the referenced bulletin was to conceal from the outside agencies the fact that previous reports concerning any case in question had been prepared by the Bureau, then I submit for the Bureau's consideration the following items:

- Investigative Reports*
- (1) In the title of a report the word "changed" will in every case indicate that there has been previous correspondence in that case, and anyone reviewing such reports would normally desire information concerning previous correspondence.
 - (2) In the first paragraph of the details when there has been a change in title, the reason for that change will be indicated. This too would normally indicate that there has been previous correspondence or reports in connection with any given case.
 - (3) In the lower left-hand corner of the first sheet where copies of reports are indicated, we normally list the file number of auxiliary offices handling the case in question whenever such file number is known. Any outside agency receiving copies of that report would note immediately that auxiliary offices have files on the given case, and the agency, on many occasions today, makes inquiry concerning the contents of those files.

These items have come up in connection with the preparation of reports in this office. Every effort is being made to see that the references in reports are placed on the pages as instructed by the Bureau. However, the purpose of the change is defeated if the items discussed above are, of necessity, included on the first sheet.

The Bureau is requested to advise if it is the intention that all information shall be omitted from the first sheet which would in any way indicate to an outside agency that any previous correspondence or reports had been prepared in connection with any given case. It would be appreciated if the Bureau would comment specifically on the items set out above.

CEP/hg
 66-1284

INDEXED - 83
 4-17-50
 RECORDED - 83
 BC B EX-27

66-2435-992
 APR 24 1950
 [Signature]

copy:ahs

STATION MEMO

UNITED STATES GOVERNMENT

DATE 21, 1950

TO : MR. ROSEN

FROM :

SUBJECT: TITLE OR REPORT (PROBATION VIOLATOR)

b6
b7c

PURPOSE:

Investigative Reports

To submit amendments to the FBI Handbook and the Manual of Rules and Regulations.

REASON:

Part III, Section 33 G, Page 90 of the FBI Handbook and Section 49 S, Page 16, of the Manual of Instructions state that Probation Violator cases may be closed when the fugitive is apprehended and turned over to the U. S. Marshal or located and the U. S. Marshal is advised. Section 11 G (4) of the Manual of Rules and Regulations and Section 46 D, Page 32, Part I of the FBI Handbook re Title of Reports list the conditions under which the word fugitive is to be carried in the title. This section should be amended to include Probation Violators.

ACTION TO BE TAKEN:

If you agree, the attached amendments to the FBI Handbook the Manual of Rules and Regulations should be forwarded to the Training Division for inclusion in the next revision of the Handbook and the Manual.

66-6200-76

Attachment

JTH:dm

ENCLOSURE

66-2435-✓
NOT RECORDED
75 APR 28 1950

INITIALS ON ORIGINAL

51 MAY 3 1950

ORIGINAL COPY FILED IN

66-6200-76-230

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG *Weg*
FROM : *Tue* T. E. NAUGHTEN

DATE: 4/7/50

FROM : W. E. NAUGHTEN

SUBJECT: ~~CLARIFICATION OF RULES~~ - SUMMARY REPORTS

b6
b7C

Attached is a memorandum prepared by ASAC [redacted] during the recent inspection at Oklahoma City wherein it is recommended that the matter of summary reports be clarified to the Field. As clearly set forth therein regulations presently existing do not clearly differentiate between the preparation of prosecutive summary reports as against investigative summary reports.

This memorandum is being brought to your attention for appropriate action, since it does appear to me that the field would profit by the clarification suggested by [redacted].

Handled by J.H. BSE 12A RR change
12A RR April 23/1950
CRS

6. ENCL 40
Attachment
TEN:ush
EX-20

263
MAY 3 1950

RECORDED - 40
INDEXED - 40

66-2435-993
APR 27 1950
2

UNRECORDED COPY FILED IN 66-1154-1

RJB:HM

Oklahoma City, Oklahoma
March 23, 1950

MEMORANDUM, INSPECTOR NAUGHTEN:

RE: SUMMARY REPORTS

It is the writer's opinion that there is considerable confusion in the various field offices as to the regulations pertaining to the preparation of summary reports, particularly investigative summary reports.

Section 12-A of the Manual of Rules and Regulations pertains to "Summary Reports;" however, this section of the Manual of Rules and Regulations originally pertained principally to prosecutive summary reports, and it is my opinion that the Bureau requirements as to the preparation of investigative summary reports are not clearly set forth in either the Manual of Rules and Regulations or the Handbook.

It is noted in Part 1 of Section 12-A that "A summary report should be prepared by the office of prosecution upon completion of the investigation in cases involving probable prosecution, or at the discretion of the SAC of the office of origin in cases of unusual importance or of an involved nature even though no prosecution is contemplated."

Part 2 pertains to the preparation of summary reports "for prosecutive purposes." Part 3 indicates that summary reports prepared for non-prosecutive purposes shall set forth in logical sequence a summary of the information contained in the file. Part 4 indicates that the first page of a summary report should be written on the regular pink first sheet. (I understand that some offices are having difficulty in mimeographing the pink sheets which are provided by the Bureau.) Part 5 provides for the use of a summary report as the initial report in a case.

Section 56, Part I of the Handbook, pertains to summary reports and contains practically the same information as in Paragraph 1 of Section 12-A of Manual of Rules and Regulations. The second paragraph in the Handbook pertains to the preparation of reports for prosecutive purposes. Paragraph 5 of Part I of the Handbook indicates that physical descriptions of Subjects are not to be included in summary reports except when the summary report is the initial report in the case.

It is recommended that the Handbook and the Manual of Rules and Regulations be revised. In the first place, to specifically break down the information as to prosecutive summary reports and investigative summary

-1-

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ENCLOSURE

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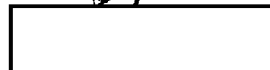
RJB:HM

Re: Summary Reports

reports. For Example, when an Agent prepares an investigative summary report to summarize information in a voluminous file for the purpose of apprehending a fugitive, it is entirely proper to set forth in that investigative summary report the complete description of the Subject, and it is my opinion that the complete description of the Subject should always be set forth in an investigative summary report, whereas from the provisions in the Handbook it would appear that physical descriptions should not be set forth in any type of summary reports. Of course, the Handbook is referring to prosecutive summary reports, but this is not clearly set forth.

There is also some confusion in the field as to whether the pink sheet should be used for investigative summary reports. Elsewhere in the Handbook (Part I, Section 47, Synopsis of Facts) sets forth that a synopsis is required in all reports except in the following types: (1) 10 days; (2) Progress; (3) Parole; (4) Summary reports prepared for prosecutive purposes, etc. It would appear from these instructions that a synopsis is definitely required for an investigative summary report inasmuch as it is not specifically excepted under that rule. Nevertheless some confusion exists in the minds of Agents and it is believed that it would clarify this situation considerably if the Handbook and Manual of Rules and Regulations were revised to set forth clearly the requirements first for prosecutive summary reports and secondly for investigative summary reports.

Handwritten signature/initials



b6
b7C

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: April 24, 1950

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION
INVESTIGATIVE REPORTS

Tolson	✓
Ladd	✓
Clegg	✓
Glavin	✓
Nichols	✓
Rosen	✓
Tracy	b6
Harbo	b7C
Mohr	✓
Tele. Room	✓
Nease	✓
Gandy	✓

The Executives Conference on April 24, 1950, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Nichols, Rosen, Ladd and Clegg, considered the suggestion of Special Agent [redacted] of the Minneapolis Office that in order to provide further protection for and security of information in Bureau reports, that there be at no time any reference in an investigative report to previous reports or other communications relating to the investigation; and secondly, that the word "changed" in the title of a report be omitted, and where the title is changed, the old title will be shown in regular type and the addition or omission will be typed in capital letters, with an explanation in the reference on the last page of the administrative section of the report.

The Conference unanimously recommended unfavorably to these suggestion, in view of the fact that it has been publicly announced and made known that the Bureau does have a file in any case wherein there is a report submitted, and that there are reports on part of an investigation, which is supplemented subsequently by additional reports; and that the proposed added security for which the suggestions were intended does not appear to be necessary, and the suggestions are not deemed desirable.

Respectfully,
For the Conference

✓
Clyde Tolson

cc: Mr. Clegg
Mr. Mohr

HHC:dgh

RECORDED - 26

INDEXED - 26

57 MAY 15 1950

166-2435-994
APR 28 1950

FILED

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: April 19, 1950

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTIONS 386 and 415
REPORT WRITINGSAVINGS: None
AWARD: None

Tolson ☒
Ladd ☒
Clegg ☒
Glavin ☒
Nichols ☒
Rosen ☒
Tracy ☒
Harbo ☒
Mohr ☒
Tele. Room ☒
Nease ☒
Gandy ☒

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
E. Scheidt
A. Cornelius#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/14/91 BY SP5CJ/JHF

SUGGESTIONS: Since the issuance of Bureau Bulletin No. 7 dated 2/24/50 on Report Writing requiring that the reference data on investigative reports appear on the last page of administrative data, certain additional questions have been raised by the Field.

1. Should the Bureau file number appear on the first page alongside of the designation of the number of copies indicated for the Bureau, or should the Bureau file number appear with the references on the final administrative page?

Suggestion No. 386 is that when the Bureau file number is known at a field office, it be placed immediately to the right of the designation of the number of copies of reports coming to the Bureau on the first page of the report form.

Before the issuance of Bureau Bulletin No. 7 above referred to, it had been the practice to include with the reference the Bureau's file number, if known. It is a present requirement that if the file number of any other field office is known, it should be placed alongside the designation of the number of copies for that field office on the first page, so this suggestion would not be inconsistent with the practice of indicating field office file numbers.

- ADVANTAGES:
- (1) This would make more easily available to the clerical employees in the Records Section the file number which would be on the first page of the report, and this will permit an easier identification of the proper file to which the serial belongs.
 - (2) This procedure would be consistent with the practice of listing file numbers of other field offices when known.
 - (3) It is now generally recognized that the Bureau has a file on any subject about whom a report may be prepared, thus, the indication that there is a file does not involve hazards which might attract a subpoena or request for such files over and beyond that which now exist.
 - (4) 7 out of 10 of those opinions were requested recommended that the file number be listed with designation of copies for the Bureau.

cc: Mr. Clegg
Mr. MohrHHC:dgh 54 MAY 18 1950
Attachment --

UNRECORDED COPY FILED IN 16-2554

- DISADVANTAGES: (1) It would not indicate by specific file number the exact file in which the report should be placed, thus, adding some slight inconvenience when any subpoena may be issued for a particular file
- (2) Even if an outside agency had access to a report containing this file number, it could also otherwise very readily identify the file by sufficient descriptive information to locate it anyway.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 4/20/50, with Messrs. Glavin, Tolson, Harbo, Mohr, Belmont, Ladd, Carlson and Clegg present, recommended unanimously favorably.

- - - -

2. Shall the indication of enclosures with the report be indicated on the first page?

JOINT COMMITTEE CONSIDERATION:

It was the unanimous opinion of the Joint Committee that the listing of enclosures on the first page should continue as at present. This is essential, it is believed, in order that the clerks handling the outgoing mail and filing work will recognize that there is an enclosure and will see that the report is complete.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable.

- - - -

3. Shall the references continue to appear on the final page of the administrative section of the report, or should they be returned to the first page?

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously recommended that the existing rule continue, that this reference data be on the final administrative page of the report, consistent with the instructions issued on 2/24/50.

// EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable.

If these recommendations are approved, there is attached hereto a Bureau Bulletin to this effect.

Handled separately

Respectfully,
For the Conference

CH
H

V.

Glyde Tolson

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 4/21/50

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION NO. 393

EMPLOYEE:

SEAT OF GOVERNMENT

PRETEXT INVESTIGATIONS

SAVINGS: None

AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
E. Scheidt
A. Cornelius

Tolson ☒
Ladd ☒
Clegg ☒
Glavin ☒
Nichols ☒
Rosen ☒
Tracy ☒
Harbo ☒
Mohr ☒
Tele. Room ☒
Nease ☒
Gandy ☒

SUGGESTION: That information obtained by pretext, when set out in the investigative section of a report, should be attributable to a temporary informant symbol as the source of that information, and the informant page show the nature of the pretext used.

In support of this suggestion, it is pointed out that the dissemination of the fact that the Bureau uses pretext could conceivably lead to embarrassment. It was further pointed out by the employee making the suggestion that at the present time reports being received at the Bureau are not uniform in this respect. In some instances, pretext investigations are being reported as such and in other instances they are being set out in the report in accordance with the procedure which constitutes the suggestion.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Committee felt that it would be undesirable to enlarge in this manner on the use of temporary symbol items in the body of the investigative report and further, that there is generally no reasonable objection to the fact that information was obtained by pretext. Whenever there is a valid reason for not so stating in the report the information can be presented without referring to the use of pretext and also without a temporary symbol number.

cc - Mr. Clegg
Mr. Mohr

RTH:mfc

RECORDED - 101

INDEXED - 101

61-2435-996
37

Office Memorandum • UNITED STATES GOVERNMENT

b6
b7C

TO : C. E. Hennrich

FROM :

SUBJECT: PRETEXT INVESTIGATIONS
MISCELLANEOUS - INFORMATION CONCERNING

DATE: March 16, 1950

PURPOSE:

To suggest that Bureau instructions be issued to the field to the effect that information obtained by pretext, when set out in the Investigative Section of a report should be attributed to a temporary informant symbol as the source of that information, and that the informant page show the nature of the pretext used.

BACKGROUND:

There is no known Bureau regulation with regard to the above suggestion.

OBSERVATIONS:

Pretext investigation is an investigative technique and the fact that it is used by the Bureau should be known only within the Bureau. The dissemination of the fact that the Bureau uses pretext could conceivably lead to embarrassment. Opponents of the Bureau might allege that pretext constitutes deception and that deception is used by the Bureau as a matter of investigative practice.

Reports being received at the Bureau at the present time are not uniform in this respect. A specific, recent example is a Minneapolis report dated February 28, 1950, on the American Jewish Congress wherein two instances of the use of pretext investigations were used and reported as such in the Investigative Section of the report. Thus, pretext investigations are being reported as such and also by T symbol in the Investigative Section of reports. The above suggestion would create uniformity in this regard.

For intelligent evaluation of the information obtained by pretext, the nature of the pretext should be known to the Bureau and the interested Field Divisions, and therefore, the exact nature of the pretext used should be described in sufficient detail on the informant page.

ACTION:

That this memorandum be forwarded to the Training Division to issue instructions in accordance with the above suggestion.

CCM:ppg:bar

Ack. by Lett. to
Mr. J. H. C. C. C. C.
3/24/50 - CSM: dgh

I think there is merit to the suggestion

RECORDED - 101
INDEXED - 101

Joint Committee on
4/24/50 RTH/wfe
66-2425-997
MAY 1 1950
37
TWO - 101
FILED
FBI

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : JOINT COMMITTEE

DATE: April 20, 1950

SUBJECT: SUGGESTION NO. 410

SAVINGS: None

EMPLOYEE: [REDACTED]

AWARD: None

DENVER OFFICE

~~INDEXING TITLES OF REPORTS~~

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
E. Scheidt
A. Cornelius

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

SUGGESTION: That in the title of a report where the subject has two or more aliases, the aliases be listed in vertical columns rather than horizontally.

ADVANTAGES:

1. Saving of considerable time in searching and indexing.
2. Elimination of errors by the Chief Clerk's Office because of difficulties in reading and marking for indexing where the aliases were typed horizontally and close together.
3. It would eliminate difficulty in deciphering each of the names.
4. Index markings could be placed opposite each name without defacing the names.
5. File numbers could be listed opposite individual names.

DISADVANTAGES:

1. It would on occasions involve the use of a continuation sheet.
2. Additional paper would be used in listing the names vertically.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee felt there was no reason to change the rule.

cc: Mr. Clegg
Mr. Mohr

AC:dgh

RECORDED - 131
INDEXED - 131

511 MAY 15 1950

SAC, SEATTLE

May 19, 1950

DIRECTOR, FBI

NAME SEARCHES

Seattle Field Division

66-1297

Reurlet May 1, 1950, requesting Bureau advice with respect to dissemination of information contained in Bureau reports on loyalty investigations.

It is noted that you indicate the present policy being followed by your office with respect to dissemination of information from loyalty reports is to furnish suitable information from these reports but to attribute all information furnished to confidential informants.

In connection with the present policy being followed by your office, it is certainly permissible to furnish suitable information from loyalty reports to authorized Federal agencies. It is not necessary, however, that all information furnished be attributed to confidential informants. Protection of the source of the information would be required only in those instances where the loyalty report itself reflects that the information is provided to the Bureau in confidence or in those instances where in the opinion of your office good discretion would dictate that the source of the information should be protected.

Under no circumstances should you furnish copies of loyalty reports to any investigative agency. In this connection your attention is invited to instruction set forth in Section 69H of the Manual of Instructions wherein it is provided that should a request be received from a local representative of ONI, IDA or OSI for copies of loyalty reports, you should advise that loyalty investigations are supervised and correlated at the Bureau's headquarters and for this reason it would be more desirable for the local representative of the intelligence agency to direct his request to his Washington headquarters for appropriate referral to the Bureau. It is further provided that under no circumstances should any field office designate copies of a loyalty report for a local representative of ONI, IDA or OSI, including cases where the reports relate to Inactive Reservists and National Guard members.

RECORDED

- 96

66-2435

-999

EX-81

Tolson _____
Ladd _____
Clegg _____
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Gandy _____

NRJ:lhs;hmm

MAILED 12

MAY 22 1950

COMM - FBI

MAY 14 1950

U.S. DEPT. OF JUSTICE

RECEIVED-READING ROOM

MAY 19

4 29 PM '50

AB 18

**Federal Bureau of Investigation
United States Department of Justice**

407 U. S. Court House
Seattle, Washington
May 1, 1950.

AIR MAIL

Director, FBI

Re: ~~Name Searches~~
Seattle Field Division

Dear Sir:

INVESTIGATIVE REPORTS

The purpose of this letter is to advise the Bureau of developments in connection with the dissemination of applicant-type information to ONI and IDA and to request Bureau instruction in the matter of dissemination of information contained in Bureau reports covering loyalty investigation.

DISSEMINATION OF APPLICANT-TYPE INFORMATION TO ONI AND IDA

On the basis of Bureau Bulletin #1, dated January 6, 1950, the policy has been established in this office of furnishing to ONI and IDA, at their request, the results of applicant types of investigation whether they are derogatory or not. IDA has specifically requested that when the indices check discloses an applicant-type investigation, that they be immediately advised by telephone so that a CIC agent can be dispatched to this office to be furnished information from the report. IDA advises the reason for this request is to avoid duplication as they do not generally retrace investigation conducted by this office. They also advise that prompt notification is necessary to prevent duplication because their case is assigned to a CIC agent at the same time the name search request is sent to this office.

Where suitable, extra copies of applicant-type reports are available they are furnished to IDA by cover letter.

Dissemination of the non-derogatory applicant-type information is made to ONI by letter when suitable copies of reports are not available, which is generally the case. The stamp suggested in Bureau Bulletin #1, Series 1950, has not been used for the reason that each case varies slightly and frequently further qualifying statements are necessary. I am watching this situation closely and will institute the use of such a stamp when indicated.

Routine dissemination of applicant-type information developed through investigation is not made, of course, in those instances involving Bureau and most departmental applicants and applicants for the so-called sensitive agencies.

WME:JLN
66-1297 BE
AIR MAIL

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270 JAN 19 1965

RECEIVED
INDEXED - 14
EX-124

MAY 3 1950

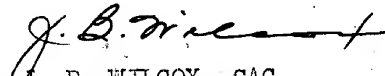
Memo, Director
Re: Name Searches - Seattle FD
SE 66-1297

5/1/50

DISSEMINATION OF INFORMATION FROM LOYALTY REPORTS

Occasionally this office is requested by one of the Federal Government investigative agencies for name search data concerning individuals who have been the subjects of loyalty investigations. The Bureau is requested to advise whether the same policies apply to the dissemination of this information as applied to the dissemination of other types of information from our files. The present policy of this office is to furnish suitable information from these reports but to attribute all information furnished to confidential informants.

Very truly yours,


J. B. WILCOX, SAC

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : JOINT COMMITTEE

DATE: 2/6/50

SUBJECT: SUGGESTION NO. 293
RE: REPORT WRITING
(MADE AT ESPIONAGE CONFERENCE)

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

Mr. Tolson	✓
Mr. Ladd	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Harbo	✓
Mr. Mohr	✓
Tele. Room	✓
Mr. Nease	✓
Miss Gandy	✓
Miss Hyer	✓

SUGGESTION: That references presently shown on the first page of investigative reports immediately after the synopsis be placed instead at the top of the first administrative page.

If the Bureau is correct in its position that the administrative section of the report is not a recording of the results of an investigation and would not normally be produced in court in response to a court order, then it would appear desirable to eliminate the references from that portion of the report made available to the court because it would thus not make readily available information concerning the existence of other types of communications or reports.

JOINT COMMITTEE CONSIDERATION: The Committee felt there should be no change in the present procedure whereby the references are placed on the first page immediately following the synopsis. Any change from this procedure would involve a substantial additional administrative burden which the Committee feels is not justified for the reason that if the Court orders the introduction of a report it will probably require the presentation of the administrative portions of the report as well, in view of the trend of recent Court rulings.

The Committee felt, however, that if a change is to be made the complete reference should be placed on the last page of the report, with the provision that this must be either an administrative page, undeveloped lead page or informant page. If the report would otherwise consist only of investigative pages, then a separate administrative page must be prepared in order to set out the references. With reference to applicant-type cases, the Committee felt that we should continue our present procedure of having the references listed on the first page immediately after the synopsis.

EXECUTIVES CONFERENCE RECOMMENDATION: Unanimously that in applicant-type cases we continue to place the synopsis on the first page in view of the large volume of such cases presently handled and the administrative savings which result from this practice. In all other classes of cases, the Conference felt that the reference should be the last item on the last page of the report with the provision that this must be an administrative page, undeveloped lead page or informant page. 2/1/50 Messrs. Tolson, Glavin, Tracy, Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Clegg

Mr. Mohr

RTH:AFI MAY 15 1950

RECORDED - 114

INDEXED - 114

2. encl

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. H. H. CLEGG

DATE: October 25, 1949

FROM : D. M. LADD

SUBJECT:

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

During the course of the recent Espionage Conference, a suggestion was made with reference to report writing. It was suggested that references be placed at the top of the first Administrative Sheet, rather than on the report form sheet page one. The reason advanced was that often references are to letters or teletypes and conceivably reference could be made to reports that contain only information reported on Administrative Pages. If, in response to court order, it became necessary to place any particular report in evidence and references appeared therein to other Bureau letters, teletypes or reports, and they were not produced, it could be anticipated that a request would be made for such communications. If the Bureau is correct in its position that the Administrative section of the report is, in fact, not a recording of the reported results of an investigation and would not normally be produced in court in response to a court order, then it would appear desirable to eliminate the references from that portion of the report made available to the court because it would thus not make readily available information concerning the existence of other types of communications or reports.

The members of the Conference were advised that this question might present some problem in connection with report writing particularly in applicant cases and that the suggestion would be considered on an over-all basis to determine its applicability to all reports presently being made by the Bureau.

The Conference unanimously recommended consideration of the suggestion, and those in attendance at the Espionage Conference and the Executives Conference were advised that this would be referred to the Training and Inspection Division for further consideration.

HBF:tlc

Jt. Comm. Memo

4/27/49 - RTH: dph
RTN: Q7.

Ex. Conf. Consideration

51 MAY 22 1950

RECORDED - 114

INDEXED - 114

66-2435-1001



United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

~~STRICTLY CONFIDENTIAL~~

IN REPLY, PLEASE REFER TO

FILE No. _____

May 4, 1950

BUREAU BULLETIN NO. 23
Series 1950

(A) REPORT WRITING -- In view of the instructions contained in Bureau Bulletin No. 7, dated 2/24/50, requiring that the reference be placed at the conclusion of investigative reports and as a part of the administrative pages thereof, the following additional instructions are being issued:

1. The indication of enclosures attached to and made a part of the report should continue, as heretofore, on the first page of investigative reports.
2. The Bureau file number, when known or easily available, should appear immediately to the right of the designation of the number of copies for the Bureau on the first page of the investigative report, and should not be repeated with the reference.

66-2435-✓
NOT RECORDED
146 MAY 11 1950

ORIGINAL FILED IN 66-2435-1050

221

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Clegg *AVO*
 FROM : H. C. Boswell *HCB*
 SUBJECT: REPORT WRITING - ENCLOSURES

DATE: 3/14/50

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Attached are letters from Miami, Newark and Oklahoma City in which they refer to Bureau Bulletin #7 dated 2/24/50 which instructs that references in investigative reports should appear on the last page of the report rather than following the synopsis in other than applicant-type cases. These offices raise the question of including on the last page of the details of the report descriptions of enclosures which in some instances are investigative reports. The suggestion is made by these offices that the enclosures, as well as the references, should be set forth on the last page of the report, such as on the informant page, lead page or administrative page but in no instance should they appear on the last page of the details or investigative section of the report.

Background

Bureau Bulletin #7 dated 2/24/50 instructed that references in all reports in other than applicant-type cases be included on the last page of the report but stated that this page should be an informant page, a lead page or an administrative page and in no instance in other than applicant-type cases was the reference or references to be shown on the last page of the investigative section of the report.

By Bureau Bulletin #47 dated 9/30/49 the field was instructed that when enclosures are transmitted to the Bureau or to auxiliary offices which have been obtained from sources or investigations mentioned solely in the administrative section of a report, such enclosures should be described and transmitted by a cover letter to the investigative report. In those instances where the enclosures are referred to in the investigative section of a report it is permissible to indicate beside the name of the office to which the enclosures are sent that there are enclosures for that office and in addition list the enclosures on the final page of the investigative section of the report.

Conclusions and Recommendations

1. The recommendations of the Miami, Newark and Oklahoma City offices appear sound. In order to be consistent, if we are deleting from the portion of the report that is to be distributed the material that normally is included under the heading of references, we must also eliminate data from the final page of the investigative section of the report which would identify other communications and reports.
2. In order to establish uniformity, it is recommended that all enclosures be shown on the same page of the report as are references but under no circumstances

HCB:mfc

53 MAY 22 1950

RECORDED - 24

INDEXED - 24
EX-64100-24-1002
MAY 10 1950
2
CIVIL

should this information be included on the last page of the investigative section of the report.

If you approve the attached Bureau Bulletin, it is suggested this matter be presented to the Executives Conference for approval.

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

To: A. Rosen Date April 3, 1950
From: [Redacted]

b6
b7C

Field Office or Division Acc't & Fraud Section, Div. 6, S.O.G.

SUGGESTION: Under present Bureau procedure, each report submitted by the Field is accompanied by several carbon copies. The purpose of this practice is to supply the Bureau with necessary copies for dissemination to certain interested agencies at the seat of government. These copies reach the Bureau complete with Confidential Informant, Reference, Lead sheets and Administrative pages attached. I would like to advance the suggestion that only the original of each report carry the necessary Confidential Informants, Reference, and Lead sheets and Administrative pages.

Its advantages are: Adoption of this suggestion would result in a saving of time, effort and material. Time will be saved by stenographers in the Field Offices since the above named sheets will no longer have to be prepared for all copies of all reports and much clerical time (Supervisor's) will be saved since the detachment of such sheets from each report being sent out of the Bureau will no longer be necessary. Material will be saved since, over a period of a year, thousands of pages of paper used in the making up of these sheets may be assigned to other uses.

It should save at least \$_____ annually.

b6
b7C

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs or assigns upon the United States

[Redacted Signature]
(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

RECORDED - 16
INDEXED - 16

EX-124

A. Rosen
(Signature)

(Title)

2-Cont

(Typed April 20, 1950)

STRICTLY CONFIDENTIAL
BUREAU BULLETIN NO.
SERIES 1950

To All Investigative Employees:

Re: Quoting Bureau File Number in Investigative Reports

Since 1946, the Field has been authorized to quote office file numbers in the lower left-hand corner of investigative reports after the designation of copies. Heretofore the Bureau's file number had been quoted in the reference portion of reports.

In order to establish uniformity of file number designation the Bureau's file number, where readily available, should also be set forth after the copy designation in the lower left-hand corner of the first page of all investigative reports. For example, when submitting a report five copies of which have been designated for the Bureau and the file number is available, the data should be set forth in the following manner:

5-Bureau (100-123456)

If Field Office file numbers are also readily available, the copy designations would be similar to the following:

3-Bureau (31-123456)
2-New York (31-1234)
2-Kansas City (31-123)

Very truly yours,

John Edgar Hoover
Director

ADDENDUM: LBN:mb 4/25/50
Approved by the Executives Conference consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Clegg, Carson and Nichols.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

APR 27 5 33 PM '50
U.S. DEPT. OF JUSTICE

RECEIVED - DIRECTOR

MAY 26 1950



United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.

(Typed April 20, 1950)

IN REPLY, PLEASE REFER TO

FILE NO. _____

~~STRICTLY CONFIDENTIAL~~
BUREAU BULLETIN NO. _____
SERIES 1950

To All Investigative Employees:

Re: Quoting Bureau File Number in Investigative Reports

Since 1946, the Field has been authorized to quote office file numbers in the lower left-hand corner of investigative reports after the designation of copies. Heretofore the Bureau's file number had been quoted in the reference portion of reports.

In order to establish uniformity of file number designation the Bureau's file number, where readily available, should also be set forth after the copy designation in the lower left-hand corner of the first page of all investigative reports. For example, when submitting a report five copies of which have been designated for the Bureau and the file number is available, the data should be set forth in the following manner:

5-Bureau (100-123456)

If Field Office file numbers are also readily available, the copy designations would be similar to the following:

3-Bureau (31-123456)
2-New York (31-1234)
2-Kansas City (31-123)

Very truly yours,

J. Edgar Hoover
John Edgar Hoover
Director

per [unclear] #23
4 - correct
per subject matter
File

(Typed April 20, 1950)

~~STRICTLY CONFIDENTIAL~~
BUREAU BULLETIN NO. _____
SERIES 1950

To All Investigative Employees:

Re: Quoting Bureau File Number in Investigative Reports

Since 1946, the Field has been authorized to quote office file numbers in the lower left-hand corner of investigative reports after the designation of copies. Heretofore the Bureau's file number had been quoted in the reference portion of reports.

In order to establish uniformity of file number designation the Bureau's file number, where readily available, should also be set forth after the copy designation in the lower left-hand corner of the first page of all investigative reports. For example, when submitting a report five copies of which have been designated for the Bureau and the file number is available, the data should be set forth in the following manner:

5-Bureau (100-123456)

If Field Office file numbers are also readily available, the copy designations would be similar to the following:

3-Bureau (31-123456)
2-New York (31-1234)
2-Kansas City (31-123)

Very truly yours,

John Edgar Hoover
Director

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. H. H. CLEGG

FROM : B. C. BROWN

SUBJECT: REPORT WRITING

DATE: April 18, 1950

Tolson _____

Ladd _____

Clegg _____

Glavin _____

Nichols _____

Rosen _____

Tracy _____

Harbo _____

Mohr _____

Tele. Room _____

Nease _____

Gandy _____

As a result of the numerous letters from the field requesting clarification of Section A, Bureau Bulletin #7, dated 2/24/50 on Report Writing, you requested that a survey be made dealing generally with the hiding of references on reports being disseminated. This has been done by Messrs. A. C. Larson, G. C. Gearty, and the writer.

BACKGROUND

The Joint Committee, in considering suggestion #293 on 2/6/50, to the effect that references be placed on the first page of the administrative section, reached the conclusion that this would be a futile move. It was pointed out that any change from the procedure of placing the references on the first page of the report immediately following the synopsis would involve a substantial additional administrative burden which would not be justified because if the Court orders the introduction of a report it will probably require the presentation of the administrative portions of the report in addition to the investigative portions. The Joint Committee felt therefore that there should be no change. The committee compromised however by the suggestion that if the Executives Conference overruled the committee then the references should be removed to the last page of the report.

The Executives Conference unanimously recommended that the references, on other than applicant-type cases, be the last item on the last page of the report with the provision that this must be an administrative page, an undeveloped lead page or an informant page. This recommendation was followed in Bureau Bulletin #7.

Since the issuance of this Bulletin, the Director has clearly explained the Bureau's policy of maintaining in the Bureau's files certain details and information dealing with administrative operations and confidential sources which were never intended to be disclosed. This was publically stated to the Sub-committee of the Senate Committee on Foreign Relations on 3/27/50. The same thought has been voiced from time to time in newspapers and periodicals. It would thus appear to be generally understood by the public that the Bureau necessarily has in its files not only admissible evidence but administrative matter which is not intended for introduction into court or for publication. This fact was recognized by the Court in the Coplon trial in New York.

Following the issuance of Bureau Bulletin #7, offices have raised questions concerning:

1. The removal of Bureau file number to the administrative pages.
2. The omission of mention of enclosures on the first page.
3. Reference in the text of reports to other Bureau reports and communications.

BCB:LLS

MAY 29 1950
Jt. Comm. Memo
4/19/50 - Hyle: dgh

EX-64

Bureau Bulletin
Typed 4/19/50
HHC: dgh

166-2435-1004
Cons. 4-26-50
HHC

While no office has yet raised the specific questions, it might be noted that the field office file number, office of origin and period and status, all appearing on the first page also might suggest subpoenas to alert defense counsel. Logically, following the present trend of hiding any information furnishing clues to additional reports, it would ultimately be necessary to have a new first page of the disseminated report, on which would be reflected only the title, date, name of reporting Agent, following which the synopsis and details would be immediately set forth. Having arrived at this ultimate point in concealment, the Bureau would be faced with the problem of placing all of the administrative data now appearing on the first page of the report at the end of the report with other administrative data.

RESULT OF FIELD SURVEY ON LOCATION OF BUREAU FILE NUMBER

On March 20, 1950, you requested eight SACs to submit their views concerning the suggestions:

1. That the Bureau file number, when available, be placed to the immediate right of the listing of the number of copies of reports designated for the Bureau on page 1, or

2. That the Bureau file number be placed with the references at the conclusion of the report.

Seven SACs were in favor of placing the Bureau file number to the immediate right of the listing of the number of copies designated for the Bureau on page 1. One SAC was in favor of placing the Bureau file number, with other administrative data at the end of the report. Still another SAC, not polled, submitted the suggestion that the Bureau file number appear on page 1, opposite the designation of the copies of reports.

Supporting the majority, the offices advanced the points that the Bureau file number appearing on the first page would be more convenient for the Bureau itself, in that it would save clerical time, and would tend toward uniformity, inasmuch as Field Office file numbers now are placed opposite the designation of copies on page 1.

SAC McSwain of Chicago also observed that ONI, OSI, and IDA might be spurred by a Bureau file number to inquiry whether a field office had information not furnished to the other services. This is not a material objection according to Mr. McSwain, since the FBI may have a file on any matter and it is for the FBI to determine whether the information in the file can be disseminated.

CONCLUSIONS

1. Further changes and refinements in report writing, unless they effectively accomplish the purpose intended, should be avoided. Since

it is relatively immaterial whether the Bureau file number is located immediately following the synopsis, as at present, or is placed in the lower left hand corner, it being equally available in either location, it is our conclusion that no change should be made in the present instructions concerning this.

2. The fundamental purpose in concealing references to other reports, file numbers, and enclosures is to reduce the possibility of subpoenas and requests for the referenced material. Since it is now common knowledge that the Bureau has on file information concerning investigations it has conducted and that a court can order the production of this material whether it has specific file numbers, titles of reports, or descriptions of enclosures or other evidence, it appears futile to attempt to conceal this information.

3. The present trend of hiding references and file numbers can logically end only in a two-section report, one containing all of the administrative matter, and the other only investigative matter. The investigative section would contain only the title, character, name of reporting agent, date, place, synopsis and details. All administrative matter now appearing on the first page of the report form would be omitted from the investigative section. Also omitted would be any reference to enclosures not intended to accompany the investigative section; likewise, the details would contain no reference to any other report of investigation in the Bureau's files.

4. It appears the Bureau is playing ostrich in making further efforts to conceal the fact that files are maintained on matters under investigation. Unless it is made clear, at the outset, to any court or other examining authority which succeeds in obtaining our files on a particular matter that we have withheld certain information, we always stand in danger of being severely censured, forced to produce the withheld information and of forfeiting some of the good will and confidence now enjoyed. Efforts to deliberately mislead the court as to the extent of our files must surely result in embarrassment, if finally disclosed.

RECOMMENDATION

1. That Section A, Bureau Bulletin #7, dated 2/24/50 be revoked.
2. That offices be instructed to write reports in the form used before the issuance of Bureau Bulletin #7, bearing in mind at all times the possibility that the entire report may be subject to subpoena.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

FROM : *MB* SAC, OKLAHOMA CITY

SUBJECT: REPORT WRITING

DATE: MARCH 6, 1950

Reference is made to Bureau Bulletin No. 7, Series 1950, dated February 24, 1950.

The question has arisen in this office concerning the handling of reports which are being sent to other offices as enclosures with a report.

It is suggested that if reports are forwarded as enclosures, the statement concerning those enclosures also be placed on the informant page or one of the other pages of this character. The Bureau may wish to consider the advisability of handling all enclosures in this manner in the interest of uniformity.

I also wish to point out that when enclosures are sent to another office with a report a notation is made on the first page in the space entitled "Copies of this Report" that enclosures have been designated.

DJW/ms

ack HEB/ruf
3/14/50

RECORDED - 83

EX-27

MAY 10 1950

2

PERS. FILES

167
JUN 7 1950

TWC

1005

[Signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: March 7, 1950

FROM : SAC, NEWARK

SUBJECT: REPORT WRITING

Re Bureau Bulletin #7, dated 2-24-50, Paragraph A, which instructs that references in investigative reports should appear on the last page of the report and should not be included under the synopsis.

It has come to my attention that in some instances it is necessary to transmit a copy of a previous report to another office as an enclosure, to the report being submitted. In order to delete any mention of previous reports in investigative reports it is assumed that under these circumstances the Bureau would desire that the enclosures be listed on the last page of the report and not at the end of the details as is presently the policy.

In the absence of instructions to the contrary, the Newark Office will follow this procedure.

MRF:DMC

RECORDED - 95

INDEXED - 95

1006

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: March 14, 1950

FROM : SAC, Phoenix

SUBJECT: REFLECTION OF FILE NUMBERS OF OTHER OFFICES

Re Bureau Bulletin #7, Series 1950, dated February 24, 1950, in which it is stated that all references in all reports, other than those submitted in applicant type cases are to be shown on the last page of the report as the last item. It is noted that file numbers of other offices receiving copies of reports are reflected on the first page of reports as follows:

2 Bureau
2 El Paso (26-0000)
2 Albuquerque (26-1111)
2 Phoenix

It has been suggested by SA [] that the above-mentioned file numbers as reflected on the first page of reports be reflected as references as the last item on the last page of the report in order that these files will not be disseminated or called for by outside agencies receiving copies of reports.

b6
b7C

This suggestion is being respectfully submitted for the approval and acceptance of the Bureau.

MPK:VT
66-0

lts la []
cc, Sac, Phoenix
3/24/50
CWM/jrp

RECORDED - 95

INDEXED - 95

58 MAY 22 1950

66-2435-1007

2 CWM

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
FROM : SAC, Kansas City
SUBJECT: REPORT WRITING

DATE: March 30, 1950

Rebulet March 20, 1950, as above captioned.

In those instances where the field may have occasion to want to know the Bureau's file number, it could be most readily located on page 1 to the immediate right of the listing of the number of copies of the report designated for the Bureau.

It is believed that the necessity for furnishing of the Bureau's file number would be more readily called to the Agent's attention if it were dictated by him at the time he designates the number of copies for the Bureau.

I can think of no good reason for placing the file number with the references, unless there might be some reason why the Bureau file number should not be known to outside agencies receiving copies.

It is my recommendation that the Bureau file number, when available, follow the listing of Bureau copies on page 1 of the report.

LVB:B

RECORDED - 109

MAY 10 1950

2

PERS. FILES

1008

281

J. to Comm. Memo +
Bureau Bulletin
MAY 26 1950
4/19/50 - H.C.:dgh

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: MARCH 31, 1950

FROM : SAC, CHICAGO

ATTENTION: TRAINING & INSPECTION DIVISION *411*

SUBJECT: REPORT WRITING

Re Bureau memo March 20, 1950, containing suggestions regarding the placing of the Bureau's file number (1) on the first page of the report immediately to the right of the listing of the number of copies for the Bureau and other offices, (2) the placing of the file number with references at the conclusion of the report. In consideration of this suggestion, it is felt that the most feasible use of Bureau file numbers will be afforded if it is placed on Page 1 of the report immediately to the right of the designation of copies. This will mean that the Bureau file number would be designated immediately to the right of the copy designation for the Bureau, and for auxiliary offices immediately to the right of each designation would be placed the file number of the auxiliary office, provided the file number is available.

The adoption of such a suggestion would provide an immediate identification file number and for the office receiving a copy would mean the elimination of any procedure to look in the report for the file number reference. It was an observation in considering this suggestion that perhaps in dissemination of material to ONI, OSI and IDA, these agencies would get information to the effect that the field office had a file and would be spurred to make inquiry regarding whether or not a particular field office might have information not in their possession. It is felt that this could be easily handled in each field office without difficulty since we have a right to have a file on any matter that is of pertinence to our service, and a question of whether or not we have information for dissemination would be a matter for each field office to control.

GRM:MNW

RECORDED - 109

166-2435 1009

MAY 10 1950

34

*Jt. Comm. Memo
+ Bureau Bulletin
4/19/50 - HHC: dgh*

253

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: April 3, 1950

FROM : SAC, Los Angeles

SUBJECT: REPORT WRITING

ReBumemo March 20, 1950, addressed to various Agents in Charge, with reference to the suggestion concerning the placing of the Bureau's file number when available to the immediate right of the listing of the number of copies of reports designated for the Bureau on Page 1.

It is recommended that the Bureau's file number be placed in this position as it would appear to make it easier for file room searchers to have it there. It would also mean that all file numbers would be placed beside the designation of the number of copies.

RBH:AB
AIR MAIL

Jt. Comm. Memo
& Bureau Bulletin
4/19/50 - HHC:dyh

RECORDED - 95

MAY 10 1950

FEB. 1950

JUL 3 1950

CONFIDENTIAL

SAC, Oklahoma City

May 4, 1950

Director, FBI

CRIMINAL INTELLIGENCE

RECORDED - 5

1011

EX-35

Bureau April 20, 1950, captioned "Confidential Informants," in which you inquire whether you should make any distinction in referring to confidential informants and confidential sources when writing reports.

It will be observed upon reviewing Bureau Bulletin No. 16 dated March 31, 1950, that the Bureau has broken down the former category "Confidential General Investigative Informants" into two categories now known as criminal informants and confidential sources. It is evident from the terminology used in your letter that this Bulletin has not been carefully reviewed and you should see to it that this is done at once.

In the preparation of reports you should refer to "Criminal Informant T-1" or "Confidential Source T-1," as the case may be. If there are further questions with reference to this matter, the Bureau should be immediately advised.

GS:mcp

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
FROM : *JAC* SAC, Oklahoma City
SUBJECT: CONFIDENTIAL INFORMANTS

DATE: April 20, 1950

Reference is made to Bureau Bulletin No. 16, dated March 31, 1950,
Section C.

The Bureau is requested to advise whether or not in report writing,
there should be any difference between confidential informants and confidential
sources, or should they both be referred to as confidential informants.

WHS:KO
66-763
cc - 66-1286

RECORDED - 80

INDEXED - 90

APR 24 1950

27

CUB

1011
1011
1011

**Federal Bureau of Investigation
United States Department of Justice**

407 U. S. Court House
Seattle 4, Washington

March 14, 1950

DIRECTOR, FBI

AIR MAIL

RE: REPORT WRITING

Dear Sir:

Reference is made to Bureau Bulletin #47, dated February 24, Series 1950.

Reference Bulletin raises a problem concerning the listing of enclosures in Bureau reports. Frequently it is necessary to send copies of previous reports or letters to an Auxiliary office as enclosures to the report setting out leads for that office. Prior to the instructions in reference Bulletin, Section 11N of the Manual of Rules and Regulations has been interpreted to require the listing of Enclosures at the end of the Details, immediately preceeding the Status.

This practice will defeat the purpose of the new instruction with respect to References.

The problem could be handled as it arises by listing such enclosures on the Administrative Page but for the sake of uniformity I recommend for your consideration that the Field be instructed to list enclosures on the Administrative Page in every instance.

For the same reason, I recommend that the practice of indicating enclosures after the designation of copies be discontinued.

Very truly yours,

J. B. Wilcox
J. B. WILCOX,
Special Agent in Charge

JUN 28 1950

3/23/50

1041

RECORDED
EX-62

10/2

10/2



Federal Bureau of Investigation
United States Department of Justice
900 Standard Building
Cleveland, Ohio

March 27, 1950

Director, FBI

Re: REPORT WRITING

Dear Sir:

Investigation Report

Reference is made to Bureau letter dated March 20, 1950 addressed to the SACs at New York, Philadelphia, Chicago, Charlotte, Kansas City, Cleveland, Birmingham and Los Angeles, above captioned.

Apparently present instructions, as set forth in Bureau Bulletin #7, dated February 24, 1950, re assembling of reports, were promulgated to avoid embarrassment to the Bureau in the event of dissemination of reports to outsiders.

Adoption of the first suggestion in reference Bureau Bulletin would be an immediate disclosure to outsiders that there is additional information in the Bureau's files, thus defeating the very purpose of our present procedure.

In view of the above, I favor the latter suggestion set forth in reference letter of March 20, 1950.

Very truly yours,

R. J. Abbaticchio Jr.
R. J. Abbaticchio Jr.,
Special Agent in Charge

RJA:mak
66-2981



57 JUN 30 1950

RECORDED - 75

EX-62

166-2433-1013
MAY 16 1950

File

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: March 6, 1950

FROM : SAC, Miami

SUBJECT: REPORT WRITING

Reference is made to Bureau Bulletin No. 7, Series 1950, dated February 24, 1950, Section (A), wherein it is stated that in all reports other than those submitted in applicant-type cases, the references are to be shown on the last page of the report rather than on the first page.

In this connection, it is desired to point out that frequently enclosures to other offices on a report are copies of previous reports submitted in the case. In the past, enclosures have been described and set forth at the end of the "Details" of the report prior to setting forth the "status."

It is requested that the Bureau advise whether in such instances it is desired that the enclosures as well as the reference be set forth on the last page of the report.

CHC:JHK

ack 3/17/50
HCLB/1. JH

RECORDED - 74

EX - 62

61-343-1014

P-2

JUN 26 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 FROM : SAC, Philadelphia
 SUBJECT: REPORT WRITING

DATE: April 4, 1950

Rebulet 3/20/50 entitled as above.

The placing of the Bureau file number, when available, to the immediate right of the listing of the number of copies of reports designated for the Bureau on Page 1 would create no difficulty at this office. The fact that the file numbers of other offices receiving copies of reports are placed on Page 1 of the reports would indicate that for purposes of uniformity the Bureau file number should also be placed there. Consideration was given to the recent change made by the Bureau of placing the reference of reports at the conclusion of the report. It is not believed, however, that there exists any reason why the Bureau file number should not be placed on Page 1.

It would also appear advisable for the Files Section of the Bureau to have the Bureau file number available on Page 1 of a report.

AC/mjm

*Job. Comm. Memo
 and Bureau Bulletin
 4/19/50. H/C: dgh*

RECORDED - 74
 EX - 62
 100-2130-1015

52 JUN 26 1950

*John Edgar Hoover
Room 5254*
Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 3/3/50

a FROM : SAC, PhiladelphiaSUBJECT: REPORT WRITING
Under the rule

Re Bureau Bulletin No. 7, Series 1950, dated 2/24/50, Section (A) REPORT WRITING.

The Bureau's attention is directed to the fact that it has been the practice to refer to "referenced report" in investigative reports. Assuming that one of the reasons for the rule set forth in Section (A) is that it is desired to eliminate all references to any previous reports, then apparently the phraseology "referenced report" is not acceptable.

It is suggested the Bureau may desire to clarify this rule by advising the field that, whenever it is necessary to refer to information contained in a referenced report, information from the report be restated rather than referring to the referenced report.

As an example of the manner in which information could be set forth, it could be stated, "Previous investigation has reflected that....."

AC:MO

RECORDED - 74

66-2435-1016

EX - 68 MAY 16 1950

*ack. 3/4/50
HCB: dgh**396
JUN 23 1950**9 Mon*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: March 9, 1950

FROM : SAC, Detroit

SUBJECT: REPORT "WRITING-
SUGGESTION"

Reference is made to Bureau Bulletin Number seven, dated February 24, 1950, which contains instructions eliminating references from the investigative section of reports.

In view of above instructions, it is requested the Bureau furnish instructions on the method to be followed in submitting reports as an enclosure to an investigative report. It is suggested the Bureau may desire to have the description of the enclosure set out on the same page containing the reference and that no mention be made of the enclosure on the first page of the report or elsewhere in the Investigative Section.

It is realized that provision has already been made for the handling of enclosures when obtained from sources and investigation mentioned solely in the Administrative Section of a report. However, the above suggestion is directed specifically toward the practice of forwarding copies of prior reports as enclosures to other offices.

JGK:DVH.
66-1988

Ack. 3/12/50
HCB: dgh

RECORDED - 74 100-11 1017

EX - 62

1-27-50

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: February 28, 1950

FROM : SAC, Savannah

SUBJECT: REPORT WRITING
BUREAU BULLETIN 7, FEBRUARY 24, 1950

The above Bureau Bulletin gives new instructions for putting references at the end of a report. There is no mention as to where Bureau file numbers should be placed. Customarily, in the past, Bureau file numbers were placed with references. If Bureau file numbers will be found on the last pages of reports in the future, it may cause some hardship on the clerks.

It is suggested that the Bureau instruct the field to place Bureau file numbers right opposite the copies designated for the Bureau on the first page.

EDM:CLY

It Comm. Memo
Bureau Bulletin
4/19/50 HHC:dgh
and file 7
5/12/50
2/20/50

RECORDED - 74

EX - 62

U.S. DEPT. OF JUSTICE
FBI
RECEIVED READING ROOM
MAR 28 8 57 PM '50

66-2435-1018

MAILED 7
MAR 21 1950
COMM-FBI

57 JUN 30 1950
Let. to Savannah 7/20/50,
adv. a no. of offices being
solicited in order that
this matter can be given
approp. consideration. HHC:dgh

Letter to N.Y. Phila.
Chicago, Charlotte, N. City,
Clev., Brim. & Los Angeles
3/20/50 - HHC:dgh 2 - HCB

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Birmingham

SUBJECT: REPORT WRITING

DATE: March 16, 1950

b6
b7c

With reference to Bureau Bulletin No. 7, dated February 24, 1950, part (A), entitled REPORT WRITING, [redacted] assigned to this office, has suggested that in view of the change of the references to the last page of the report, the Bureau might wish to consider instructions at some time in the future that the Bureau file number be placed on the first page in the block where the copies are designated.

With regard to these new instructions on report writing, the Bureau may wish to also consider that references in investigative reports to other reports or files be eliminated.

AFL:rlg

67-

66-1249

RECORDED - 74

EX - 62

1019

2-10-50

Jt Comm Memo &
Bul. Bulletin 4/19/50 HK: dg h

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
FROM : SAC, New York
SUBJECT: REPORT WRITING

DATE: March 27, 1950

Rebulet 3/20/50

It is my opinion that the Bureau's file number, when available, should be placed to the immediate right of the listing of the number of copies of reports designated for the Bureau on page 1. This would be consistent with the placing of the file number for other field divisions which is always inserted in this place on the report. It also seems to me that it would be more convenient for the Bureau itself, when the report is received, to be able to check the file number on the front page rather than to have to turn to the last page of the report to ascertain whether or not the Bureau file number has been listed as a reference.

TFR:CTC

*It. Comm. Memo
& Bureau Bulletin
4/19/50 - HSC: dgh*

RECORDED - 59
INDEXED - 59

EX-6

66-5435-1020
MAY 28 1950 130 11 03 AM '50

RECEIVED

201

52 JUL 3 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : EXECUTIVES' CONFERENCE

SUBJECT: REPORT WRITING

DATE: May 15, 1950

Tolson ☒

Ladd ☒

Clegg ☒

Glavin ☒

Nichols ☒

Rosen ☒

Tracy ☒

Harbo ☒

Mohr ☒

Tele. Room ☒

Nease ☒

Gandy ☒

The Conference considered the following suggestion:

In those instances in criminal violations where the defendant is arrested in a district other than the one in which the indictment or information is pending against him and he elects to have the case disposed of in the district of arrest that it not be necessary for the office of origin to prepare and submit a closing report.

At the present time the office of prosecution or auxiliary office submits an RUC report and the office of origin, before it prepares its closing report, has the responsibility of checking its file to determine that all necessary action has been taken. This means that it would have to remove all stops which had been placed, make sure that no leads were outstanding, and that it had taken all steps necessary to properly close the case.

RECOMMENDATION

The Conference unanimously recommended that present requirements are satisfactory in that they require the office of origin to review its files and make certain all leads and other matters have been covered properly before closing the case. It also insures that a record will be available in the Bureau in the file to which it relates indicating that the case has been closed. If an administrative closing could be made in the field by preparation of a memorandum for the field office file there would be no positive record at the Bureau that the case was closed. Under the circumstances and the factors indicated no change is recommended as our present requirements more properly serve our needs.

Those in attendance were Messrs: Tolson, Ladd, Glavin, Tracy, Parsons for Harbo, Belmont, Nichols, Mohr, Clegg and Rosen.

Respectfully
For the Conference

Clyde Tolson

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/14/91 BY SP5 GJH

RECORDED - 83

INDEXED - 83

AR:FE

5511

76

MAY 29 1950

66-1435-1021 OK
MAY 22 1950
4

cc- H. W. Little

Date: May 16, 1950

CONFIDENTIAL
VIA AIR POUCH

To: Legal Attache
Mexico City, Mexico

RECORDED - 101

From: John Edgar Hoover - Director, Federal Bureau of Investigation

Subject: REPORT WRITING - ABBREVIATED COPIES OF REPORTS
FROM THE BUREAU'S FOREIGN FIELD REPRESENTATIVES
ADMINISTRATIVE

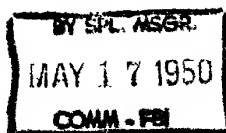
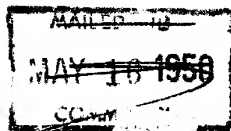
Reference is made to your letter dated April 20, 1950, in which you inquired regarding the advisability of sending reports to the Bureau with all copies complete, including the first and administrative pages, instead of the system which you presently employ of furnishing the original and one copy complete with first and administrative pages and the remaining copies containing only the synopsis and investigative details.

It is believed desirable that you follow the suggested procedure of submitting all copies complete and it will be noted that such a method follows the rules laid down for submission of reports by the domestic field. It is requested, therefore, that in the future you and all Offices receiving copies of this letter follow that procedure.

cc - Legal Attache, Havana
London
Madrid
Paris
Rio de Janeiro
Foreign Service Desk (detached)

NLF:slm

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____



51 JUN

OFFICE OF THE LEGAL ATTACHÉ
EMBASSY OF THE UNITED STATES OF AMERICA
MEXICO CITY

Date: April 20, 1950

To: Director, FBI

From: Legat, Mexico

Subject: REPORT WRITING - ABBREVIATED COPIES OF REPORTS
FROM THE BUREAU'S FOREIGN FIELD REPRESENTATIVES
ADMINISTRATIVE

As a carry-over from practice during the SIS period, it has been customary to send only a portion of a given number of investigative reports in complete form to the Bureau. A specific example with respect to a criminal case would be that three copies of the report are sent to the Bureau and of these, two would be complete with respect to a front sheet and administrative pages, whereas the third would merely be the investigative details with the synopsis. In security cases, ordinarily five copies of reports are furnished to the Bureau, of which two are complete with front sheet and administrative pages.

I would like to bring this to the Bureau's attention so that we may receive a specific instruction whether this practice should be continued under present operating conditions. It has occurred to me that possibly the Bureau, in certain instances, would desire to send a complete report, together with its administrative pages, to the domestic field office. In some types of reports of a delicate nature it is felt that the material included in the administrative details is essential for the domestic field agent handling the case to know and, accordingly, it would be detrimental to give the domestic field the abbreviated edition of the report. However, it is possible that in such circumstances the Bureau dictates a separate letter to the domestic field covering the points in question.

I feel it would serve a useful purpose at this time to have this matter of the furnishing of complete reports reviewed at the Bureau so that appropriate instructions can issue and this office can serve the Bureau and the domestic field in the most efficient manner.

JNS:ml

RECORDED - 101
INDEXED - 100

44-435-1022

SAC, Savannah

5/23/50

Director, FBI

TESTING OF ENCLOSURES ON INVESTIGATIVE REPORTS

RECORDED - 96 11 - 1135-1023

Airtel 5/16/50 inquiring as to whether the Bureau desires that enclosures be listed on a separate page along with references.

Your attention is directed to Section 111, Paragraph 1 of the Manual of Rules and Regulations which sets out that "at the conclusion of each investigative report and immediately preceding the leads there shall be set forth an itemized list containing appropriate descriptive data concerning all enclosures transmitted with each investigative report."

Your attention is further directed to Paragraph 5 of the same Section which states that "when enclosures are being transmitted to the Bureau or to auxiliary offices which were secured from sources or investigation mentioned solely in the administrative section of the report such enclosures should be described and transmitted by a cover letter to the report."

This latter provision is set out likewise in Part I of the Handbook, Section 52, Paragraph F, Page 38.

It is believed that application of the above-cited rules will avoid the difficulty mentioned in your letter.

CMP:mfc

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

MAY 23 5 52 PM '50
RECEIVED RECORDS ROOM
F B I
U S DEPT OF JUSTICE

MAY 24 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 16, 1950

FROM : SAC, Savannah

SUBJECT: LISTING OF ENCLOSURES ON INVESTIGATIVE REPORTS

The Bureau has recently instructed that references to other reports and documents be placed on a separate page and not appear on the first page of investigative reports in the future. So far as we can ascertain there has been no instruction changing the previous listing of enclosures to reports which have always been carried on the last page of the details, which makes the listing of enclosures an integral part of the body of a report. Frequently, these enclosures are spelled out as report of Agent so-and-so, of such and such a date, at a certain place. The question arises in our mind as to whether the Bureau wants this procedure continued or whether the Bureau desires that enclosures also be listed on a separate page along with references. Our purpose in asking is to avoid unwittingly making an error.

EDM:CLY

*Let to Savannah
5/23/50 CMP/m/c*

Am

RECORDED - 96
INDEXED - 96

66-2435-281023

EX-81

Office Memo • UNITED STATES GOVERNMENT

TO : MR. NICHOLS
 FROM : F. W. WALKER
 SUBJECT: REPORT WRITING

DATE: 4/20/50

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
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 Tele. Room _____
 Nease _____
 Gandy _____

Reference is made to Bureau Bulletin #7, Series 1950, dated February 24, 1950, which contains instructions to the Field that "In the future all investigative reports be assembled in the following sequence: (1) the investigative section, including the synopsis and first sheet, (2) administrative pages, (3) lead sheets, and (4) the informant page. The sequence of the report should not be changed even though the report does not contain all of the above items."

Paragraph 2 of the referenced Bureau Bulletin also states that in all reports other than those submitted in applicant type cases, the references are to be shown as the last item on the last page of the report rather than the first, page as under the present practice.

Bureau instructions previously issued to the Field repeatedly emphasized the importance of quoting the Bureau file number in the reference portion of reports when such was available. Obviously this rule was of particular importance to the Records Section and was one of the topics for discussion at every In-Service class during the Panel Forum for Division Four.

All reports carrying the Bureau file number can, in most cases, be expeditiously processed without being searched through the General Index. But since the issuance of referenced Bureau Bulletin, the Bureau file number is no longer available on the first page of the report and in many cases the employees fail to review the last section in order to obtain the number. This is to be expected until our employees learn to always turn to the under pages of the report to obtain the desired information. In any event the previous arrangement had many apparent advantages over the new.

In order to have the file number on the first page of the report where it can more effectively be used, it is suggested that the Field be instructed to set forth the Bureau's file number in the lower left-hand corner of the first page of the report in the section set aside for copy designation. In the same manner that the Field has already been instructed to set forth Field Office file numbers opposite the Field Office designation, (See Executive Conference Memorandum dated February 25, 1946, 66-16263-300), the Bureau's file number could likewise be set forth after the designation of copies for us. Accordingly the attached Bulletin is submitted for approval.

FWW/OGM:eo
 Attachment

ADDENDUM:
 4/20/50

RECORDED - 29

INDEXED - 29
 EX-55

66-2435-1024
 MAY 31 1950

THIS IDEA EMANATED WITH [] IN THE GENERAL INDEX UNIT. IF APPROVED, HE SHOULD RECEIVE A LETTER OF THANKS.

FWW:eo

58 JUN 26 1950

b6
 b7C

FEDERAL BUREAU OF INVESTIGATION
RECORDS SECTION

4/20, 1950

Mr. Tolson

Mr. Clegg

Mr. Glavin

Mr. Harbo

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Waikart

Mrs. Shirley

Mr. Eames

Mr. Donegan

Mrs. Conover

Mrs. Black

Miss Ordiway

Mr. Holloman

Mr. Sizoo

Mr. Medler

Mr. May

Mr. Short

Mr. Belmont

Mr. Callahan

Mr. Clark

Mr. Davidson

Mr. Edwards, H. L.

Mr. Hargett

Mr. Hennrich

Mr. Jackson

Mr. Jones, M. A.

Mr. Leonard

Mr. McGuire

Mr. Mohr

Mr. Nease

Mr. Newman, A. M.

Mr. Renneberger

Mr.

Mr. Seyfarth

Mr. Runaldue

Mr. Lawrence

Mrs. Baughman

Mr. Brady

Mr. Cleaver

Mrs. Gunther

Miss Harrington

Miss McWhirt

Miss Mattson

Mrs. Mead

Miss Polly

Miss Speers

Mrs. Venable

Miss Wolfe

See Me

Phone Me

Please Handle

Note and return

Send File

Block _____ copies

Note date

Note card

Note enclosure

Note: This is a file - this
suggestion was also made
by O. Blough off - O. file
believe was never shown to them

Yrs' (R)

B. W. WAIKART

SAC, Buffalo

5/29/50

RECORDED - 92

Director, FBI

REPORT WRITING

1025

Reurlet 5/18/50 suggesting that the Bureau may desire to change the present rule in regard to listing reports as enclosures to investigative reports.

Section 11N, Paragraph 1, Rules and Regulations sets out the general rule for the listing of enclosures in an investigative report.

Paragraph 5 of the same Section states, "when enclosures are being transmitted to the Bureau or to auxiliary offices which were secured from sources or investigations mentioned solely in the administrative section of the report, such enclosures should be described and transmitted by a cover letter to the report."

This latter provision is set out likewise in Part I of the Handbook, Section 52, Paragraph F, Page 38.

It is believed that the application of these rules will forestall the dissemination of information which should not, under the present rules as to dissemination, be disseminated.

CMP:mfcc

Tolson _____
Ladd _____
Clegg _____
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Nichols _____
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Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

RECEIVED
MAY 30 1950

Handwritten signature/initials

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 18, 1950

W FROM : SAC, Buffalo

SUBJECT: REPORT WRITING

Reference is made to recent instructions concerning setting forth the references on the last page of investigative reports.

It is noted that the rule requiring that enclosures be listed in the body of an investigative report just prior to the status of the case has not been changed. Continuing this rule as it stands would seem to defeat the purpose behind the requirement that references be listed on the last page in those instances where the enclosures listed are copies of other investigative reports. In listing a report as an enclosure the name of the Agent, the date of the report and place where the report was made would be set forth.

It is suggested the Bureau may desire to change the present rule in regard to listing reports as enclosures to an investigative report.

HGM:MKC

RECORDED - 92

INDEXED - 92

EX-6

-1025

Office Memorandum • UNITED STATES GOVERNMENT

b6
b7c

TO : THE DIRECTOR

FROM : JOINT COMMITTEE

DATE: 6/22/50

SUBJECT: SUGGESTION NO. 418
EMPLOYEE: SA [REDACTED]
ALBUQUERQUE OFFICE
~~REPORT WRITING~~

SAVINGS: None
AWARD: None

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

323/013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/20/91 BY SP5 OLS/JHF

SUGGESTION: That all Bureau reports be marked "Administrative" with the exception of Prosecutive Summary Reports which would be disseminated to the United States Attorneys. In security cases, the present practice would continue, and this suggestion would apply only to criminal cases involving possible prosecution.

- ADVANTAGES:
1. There would be but one report - the Prosecutive Summary Report - which would be disseminated to United States Attorneys.
 2. It would establish uniformity in procedure in this particular type of case in that all investigative reports except summaries would be administrative reports.
 3. It would save time of Agents in the preparation of reports.

DISADVANTAGES:

1. It would create a lack of uniformity as between criminal and security cases.
2. A United States Attorney should receive the investigative reports as they are prepared so that he can be apprised of the developments of the investigation and could advise the field office that he does not intend to prosecute and the investigation could be discontinued at an early date.
3. The United States Attorney who studiously prepares his cases would desire the detailed narrative of what the prosecution witnesses would say, in order to aid him in determining if there is to be prosecution, as well as to be of assistance during cross-examinations.
4. The United States Attorney frequently needs a preliminary report to assist him at Commissioners' hearings and presentation of cases to the Grand Jury, even though the investigation is not completed.

cc: Mr. Clegg
Mr. Mohr

HHC:dgh

RECORDED - 103

INDEXED - 110

JUN 28 1950

PERS. FILES

5. The rule, as suggested, would apply to applicant type investigations, and this would be an impossible situation insofar as distribution of these reports to other agencies would be concerned, particularly since prosecutive summaries are not prepared in such cases.
6. It would interfere with full and free cooperation with the United States Attorney who would feel that he would be obtaining less complete and timely reports than he now does.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

*Old
JFK
OK*

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date 4-12-50

To: SAC WYLY, ALBUQUERQUE

From: SA

Field Office or Division ALBUQUERQUE

SUGGESTION: It is suggested that all Bureau reports be marked "Administrative" with the exception of Prosecutive Summary Reports and reports on Security cases which are disseminated outside the Bureau. In this regard the preparation of Prosecutive Summary Reports would be sufficient for the United States Attorneys and would eliminate extraneous detail as well as curtail the submission of numerous reports to this office. It is further noted that a Prosecutive Summary Report might be prepared at the time a decision is given by the United States Attorney as to the facts of the case although the subject is not located. That Prosecutive Summary Report would be of great benefit as it would serve as a guide to establishment of further proof of the violation and would tend to keep the investigation in a definite line.

~~RECEIVED~~

Consideration could be given every six months to the preparation of an additional Prosecutive Summary Report in criminal matters, if necessary, and the submission to the United States Attorney.

In Security Matter cases which are disseminated outside of the office, the report could carry the present Administrative Page as is now the practice.

(SEE OVER - SUGGESTION CONTINUED)

It should save at least \$_____ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

SA

(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

COPIES DESTROYED

270 JAN 19 1965

Ack. 4/26/50
JHM: dgh

Jpt. Comm. Memo
6/22/50 - JHC: dgh

(Signature)

(Title)

66-2435-1026

b6
b7C

b6
b7C

SUGGESTION: (Continued)

It is felt that the aforementioned suggestion would be a great savings in time to the Agents in the preparation of each report and their time could more properly be spent upon the preparation of their Prosecutive Summary Reports which would show evidentiary material.

[Faint, mostly illegible text block]

[Faint, mostly illegible text block]

[Faint, mostly illegible text block]

RECEIVED-CLEGG
F. B. I.
J. S. DEPT. OF JUSTICE
MAY 2 11 28 AM '50

cc Rosen
Pennington
Mr. Scott

SAC, Dallas

June 22, 1950

Director, FBI

PROSECUTIVE SUMMARY REPORTS IN ACCOUNTING MATTERS

66-2435-1027

RECORDED - 24 In answer to your memorandum dated June 16, 1950, you are advised the Bureau now considers that initial accounting reports which meet the conditions outlined in your memorandum are the same as initial summary reports in other types of cases. A summary report merely repeating this information would be an obvious waste of time and is not necessary.

cc Mr. Clegg

RDS:DC
DC

RECEIVED, DIRECTOR
C D I
U.S. DEPT. OF JUSTICE
JUN 23 10 41 AM '50

Tolson _____
Ladd _____
Clegg _____
Glavin _____
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RECEIVED READING ROOM
JUN 23 9 05
RDS

Office Memorandum • UNITED STATES GOVERNMENT

H.O. 11.
TO : DIRECTOR, FBI

DATE: 6-16-50

FROM : SAC, DALLAS

SUBJECT: PROSECUTIVE SUMMARY REPORTS IN ACCOUNTING MATTERS

The Bureau is requested to advise whether or not it is necessary to prepare a prosecutive summary report when one accounting report setting forth the items of offenses, witnesses, books and records has been prepared. The one accounting report contains all of the necessary data required in a prosecutive summary and can be used by the U. S. Attorney the same as the prosecutive summary report. In many instances, to prepare a prosecutive summary would require practically recopying the one accounting report.

WDP:mla
29-0

cc: 29-617
66-625

11-24-5-1027
RECORDED - 24

INDEXED - 24
1028

MR. TOLSON

J. A. CARLSON, L. B. NICHOLS & H. H. CLEGG

PRODUCTION OF EVIDENCE, REPORTS OR STATEMENTS IN COURT

Reference is made to the Director's request for a study of Bureau procedures concerning the production of evidence, reports of statements in court when requested by the Court of Counsel.

Present Policy: The present policy of the Bureau is based on Departmental orders as follows:

Departmental Order No. 3229 (Issued May 2, 1932 by Attorney General Frank Murphy)

Pursuant to authority vested in me by R. S. 161 U. S. Code, Title 5, Section 22), it is hereby ordered;

"All official files, documents, records and information in the offices of the Department of Justice, including the several offices of United States Attorneys, Federal Bureau of Investigation, United States Marshals, and Federal penal and correctional institutions, or in the custody or control of any officer or employee of the Department of Justice, are to be regarded as confidential. No officer or employee may permit the disclosure or use of the same for any purpose other than for the performance of his official duties, except in the discretion of the Attorney General, The assistant to the Attorney General, or an Assistant Attorney General acting for him.

"Whenever a subpoena duces tecum is served to produce any of such files, documents, records or information, the officer or employee on whom such subpoena is served, unless otherwise expressly directed by the Attorney General, will appear in court in answer thereto and respectfully decline to produce the records specified therein, on the ground that the disclosure of such records is prohibited by this regulation."

The Authority for this order is as follows: (Section 22, Title 5, U. S. Code)

"The head of each department is authorized to prescribe regulations, not inconsistent with law, for the government of his department, the conduct of its officers and clerks, the distribution and performance of its business and the custody, use, and preservation of the records, papers, and property appertaining to it."

HHC:HD

11-2455-
MAY 28 1932

76

Memorandum for Mr. Tolson

Supplement No. 1 to "Circular 3229" was dated 12/8/42, addressed to U. S. Attorneys and Marshals ordered that all inquiries from the provost Marshal concerning sabotage should be referred to the Department.

Supplement No. 2 "Order No. 3229" dated 6/6/47, outlines procedure when a subpoena Duces Tecum is served. It calls for notification of superior; submission of the matter to the Attorney General for instructions; if the Attorney General declines the employee appears in Court with a certified copy of Order No. 3229 (later published in the Federal Register so the Court could take judicial notice of the Order); there should be no arbitrary refusal but respectful compliance with the Attorney General's Orders; the employee will produce the records although a reason is offered for not introducing them; if the subpoena is vague all the related documents need not be presented but a request for clarification should be made. If questioned, the employee will state the material is at hand (in U. S. Attorney's office or similar place nearby); but under no circumstances should the name of any confidential informant be divulged.

The Bureau rules as set forth in Manuals are predicated on the above Departmental orders with instructions that the Special Agent in Charge appear in answer to such subpoenas unless directed to another employee.

Bulletins and SAC letters have kept the field informed as to actual applications, e.g. Judge Boyd of Memphis refused to order production of FBI reports (SAC Letter 1/4/50); the Coplon Case action (SAC letter 6/28/49).

RECOMMENDATIONS:

The following recommendations are made and as conditions precedent before making any of the exceptions to present Departmental Order #3229: (A) There should be a legitimate request by opposing counsel for the information or records referred to and a showing of a legitimate need for such information should accompany such a request in order to avoid blanket requests in the nature of fishing expeditions; and (B) In each instance where an exception is made, after the request for the information for records has been made, the Bureau will review the data requested and approve the exception:

1. The names or identities of confidential informants, confidential sources, confidential techniques and methods should not under any circumstances be made known or disclosed at any time or in any way (except what may be reasonably required by way of information in wire tap hearings or court order). Information obtained from a confidential source should likewise not be disclosed by the production of records or reports except with the consent of such confidential source.

2. A copy of a signed statement obtained from a subject may be furnished the defendant on request when the statement is obtained (now being followed as a practice if necessary in order to get the subject to give a statement).

3. A copy of a subject's signed statement may be furnished to the subject (defendant) or his attorneys on request, with the consent of the U. S. Attorney.

4. Whenever counsel for either side in a civil or criminal case, to which the United States is a party, requests a report or part thereof to be used as a basis for cross-examination, a transcript or copy of the pertinent portion of the report may be so furnished, with the consent of the U. S. Attorney, provided there is no violation of the provisions of recommendation No. 1 above.

5. In a criminal case or in a civil suit when the United States is a Party thereto, the U. S. Attorney, when requested, may make use of FBI reports as a basis for oral discussions, and oral disclosures of witnesses and the substance of their expected testimony at pre-trial conferences or during the trial when the U. S. Attorney agrees. (There must be no violation of No. 1 above). (This practice is now occasionally followed in civil cases only at the discretion of the U. S. attorney during pre-trial conferences).

6. In a civil case at pre-trial conferences or at conferences between counsel during the trial with the consent of the U. S. Attorney an FBI report which does not contain highly confidential information or the identities of confidential informants or confidential sources of information may be submitted temporarily to opposing counsel for examination and review.

7. The provisions of Departmental Order 3229 and supplements should not be interpreted in criminal or civil cases so strictly or flippantly as to interfere with the proper administration of justice provided the provisions of No. 1 above are strictly followed.

8. The existing Department Order No. 3229 with supplements should be continued as at present and within the Department should be subject to the above interpretations.

SAC Portland

June 27, 1950

Director, FBI

FBI HANDBOOK

86-2435-1028

Reurlet June 15, 1950, requesting advice as to the proper caption to be used in cases involving juveniles.

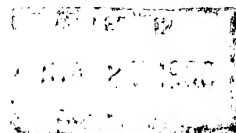
The abbreviation "FJDA," set out in the list of abbreviations for use in telegrams, teletypes and other communications, is used so that in such a communication there will be no confusion as to whether the Federal statute is involved or a state statute is involved.

Chapter 403, Title 18, USC, is captioned "Juvenile Delinquency." The proper characterization of a report in a case involving a juvenile is the substantive violation plus "Juvenile Delinquency Act."

CMP:jmf

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

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JUN 27 5 30 PM '50
FBI
DEPT. OF JUSTICE



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JUN 27 1950
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DEPT. OF JUSTICE
Handwritten signature and initials are present.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: June 15, 1950

FROM : SAC, PORTLAND

ATTENTION: ☒ TRAINING DIVISION

SUBJECT: FBI HANDBOOK

In order that uniform reports may be submitted involving juveniles, the Bureau is requested to advise this office as to the proper caption to be used in the character of cases involving juveniles.

Your attention is directed to Part I, Paragraph 61, Page 44, of the FBI Handbook, wherein the abbreviation of "FJDA" is used in connection with the ~~F~~ederal Juvenile Delinquency Act".

Part II, Paragraph 10, Page 5F, of the FBI Handbook, points out that, in addition to the character for the substantive offense, there should also be added words, "Juvenile Delinquency Act", that is, "National Motor Vehicle Theft Act -- Juvenile Delinquency Act".

TJD:alg

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lth Portland
6/27/50
cmo/goy

513 b1 26
1000

INDEXED - 93 3

66-2435-1028

Two, Cond

26 - DEPT. OF JUSTICE

JUL 11 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 FROM : SAC, Springfield
 SUBJECT: PAROLE REPORTS

DATE: May 19, 1950

Sugg # 458

It has been the observation of this office that in practically all cases in which subjects of prosecution are brought before the United States District Judge for sentencing, sentence is withheld for from two to three weeks during which time the judge requests a pre-sentence investigation by the United States Probation and Parole Officer. It is also probable that during investigations conducted by the United States Probation and Parole Officer, they have access to investigative reports of the Bureau which have been submitted to the United States Attorneys' offices. In view of the probability that parole reports submitted by United States Probation and Parole officers contained pertinent background information on subjects as reflected in Bureau investigative reports in addition to that information developed through their own investigation, it is suggested that the Bureau may desire to give consideration to discontinuing the submission of parole reports by Field Offices on subjects in those instances where passing of sentence is withheld for pre-sentence investigation by United States Probation and Parole officers with a view to eliminate duplication of work.

EWI:er

Primarily handled

RECORDED - 91

INDEXED - 91

1950

1029

Letter to SAC Foster
 6/8/50 - JHMc: dgh

6-7-50
 9-7-50
 TO BE

W. W. O. J.

NOV 13 1950

52 AUG 1 1950

1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. Rosen *Rosen*
 FROM : *JTH* Mr. J. T. Hilsbos
 SUBJECT: PAROLE REPORTS

DATE: June 7, 1950

Mr. Tolson _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Mohr _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Tele. Room _____
 Mr. Nease _____
 Miss Holmes _____
 Miss Gandy _____

PURPOSE:

To recommend against a suggestion by the Springfield Office that parole reports be discontinued in instances where the court calls for a pre-sentence investigation with subsequent reports by probation officers.

BUREAU POLICY:

At the request of the U. S. Board of Parole, the submission of parole reports was resumed October 3, 1945. They are presently required from the office of prosecution after subject is sentenced in a Bureau case to imprisonment for more than one year. The only exception is in prosecutions under the Escape and Rescue Statute, in which case they are submitted only if the offense is aggravated by violence, the offender commits a serious crime while at liberty or the original sentence being served was less than one year and one day.

SUGGESTION:

The Springfield Office makes the observation that in practically all cases in which subjects of prosecution are brought before the District Judge, he requests a pre-sentence investigation and a subsequent probation report. The Springfield Office suggests that the Bureau discontinue submission of parole reports when reports are submitted by U. S. probation officers.

OBSERVATIONS:

(1) The U. S. Board of Parole and the Bureau of Prisons have expressed appreciation for the Bureau's assistance in this matter of parole reports and for the brief, concise and accurate manner in which they are prepared. The U. S. Board of Parole has advised that they still desire our reports in all cases.

(2) The U. S. Board of Parole has no way of determining whether a report has been prepared by a U. S. probation officer. It is apparent that if certain exceptions are made and a probation officer fails to submit his report to the U. S. Board of Parole, a check will be made at the Bureau resulting in increased work at the Seat of Government. It would also be necessary to require a statement in every report that no report was made by a probation officer. This would, in turn, require further supervision and result in more confusion.

JTH:eph

RECORDED - 91

INDEXED - 91

EX-32

66-2435-1030

66-2435-

Memorandum for Mr. Rosen

(3) It is not believed that judges in all jurisdictions require such pre-sentence investigations.

(4) The report submitted for the court is used as a basis for arriving at a fair sentence. Parole reports on the other hand are used by the U. S. Board of Parole at the time that a particular individual is considered for parole.

RECOMMENDATION:

It is recommended that the suggestion not be adopted. If you agree, this memorandum should be sent to the Training Division for further consideration.

Office Memorandum • UNIT • GOVERNMENT

TO : Director, FBI

DATE: June 5, 1950

FROM : SAC, Los Angeles

SUBJECT: EMPLOYEE SUGGESTION
COLORED PAPER FOR ADMINISTRATIVE,
LEAD AND INFORMANT PAGESThe suggestion below is submitted by SA (A)

It is recommended that the Bureau give consideration to the use of a distinctive colored paper for administrative, lead and informant pages of reports. Among the potential values of using colored paper instead of white as at present are the following:

b6
b7C(1) It would increase security:

The use of a colored paper stock would facilitate handling by stenographers in assembling reports and by rail clerks in distributing reports for mailing to other agencies. The possibilities of administrative, lead and informant sheets falling into the hands of unauthorized outside agencies would be minimized.

(2) It would save time:

Investigative Agents and field supervisory officials in particular could more quickly locate these pages when needed. This would be especially true in connection with periodic field file reviews where the file may contain several copies of one report as well as numerous memos, letters and other papers. For example, a considerable amount of time is spent thumbing through a bulky file in search of the lead page to determine whether all leads are being properly covered.

JJC:DPZ

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270 JAN 21 1965

RECORDED - 27

INDEXED - 27

11-2435-1031

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Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 6/28/50

FROM : JOINT COMMITTEE ✓

SUBJECT: SUGGESTION NO. 449
EMPLOYEE: SAC R. B. HOOD
LOS ANGELES

SAVINGS: None

AWARD: None

REPORT WRITING

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

Tolson	_____
Ladd	_____
Clegg	_____
Glavin	_____
Nichols	_____
Rosen	_____
Tracy	_____
Harbo	_____
Mohr	_____
Tele. Room	_____
Nease	_____
Gandy	_____

SUGGESTION: That whenever a closing or RUC report is prepared by an office, only one copy of the report be prepared for the office submitting it. This would save materials and filing space and would eliminate the preparation of unnecessary copies of reports.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

It was felt the adoption of such a rule would result in a considerable amount of extra typing. Cases which are RUC'd or closed may, and frequently are subsequently reopened, and one copy of the last previous report might be inadequate for the investigative needs. Further, there are frequent instances wherein it is desired to furnish a copy of an investigative report to some other agency which has requested information even though the case may be closed.

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/31/91 BY SPS ci/JHK

RECORDED - 118

INDEXED - 118

cc: Mr. Clegg
Mr. Mohr

ES: dgh

RECORDED COPY FILED IN 61-2435-1032

JUL 20

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Los Angeles

SUBJECT: SUGGESTION

DATE: May 17, 1950

In order to save time and materials by eliminating the preparation of unnecessary copies of reports, it is recommended that whenever a closing or RUC report is prepared by an office, only one copy of the report be prepared for the office submitting it. This will save materials, filing space, and will aid in the destruction of surplus serial project.

RBH:MES

RECORDED - 118

INDEXED - 118

11-2435-1033
1950

EX-32

Jtb. Comm. Memo
6/28/50 - ES:dgk

Two - 84

SAC, El Paso

June 30, 1950

Director, FBI

ACCOUNTING REPORTS

66-2435-1034

RECORDED - 5

Reurmemo dated June 23, 1950, regarding the preparation of accounting reports wherein it was stated AUSA Frank Hunter advised it would be of great assistance to him if these reports would reflect all of the testimony of a witness in one place.

The suggested outline for accounting reports as set forth in the Federal Reserve Act Section of the Manual of Instructions is, of course, only a guide and should be followed only where applicable. However, in involved cases the reports can be more readily reviewed when the necessary witnesses, books and records follow each item of offense set forth. By following this outline the sufficiency of the evidence can be readily ascertained. Furthermore, the prosecuting official can readily determine the strongest items of offense for use in an indictment or information.

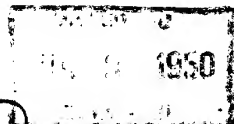
Your attention is directed to FBI Handbook, Part 1, Section 56, which reflects that summary reports shall be prepared by the office of prosecution upon completion of investigation in cases involving probable prosecution. Instructions regarding the preparation of accounting reports have no bearing, of course, in the preparation of summary reports. It appears that a trial brief which is generally prepared by the prosecuting official would contain the information desired by the AUSA in the desired order. The Bureau Agent does not, of course, know the order in which the prosecuting attorney desires to present the evidence in the case.

In view of the foregoing it does not appear necessary or advisable to change instructions regarding the preparation of accounting reports.

GWC:DC

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Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____



42

RECEIVED READING ROOM
FBI
JUN 30 1950
U.S. DEPT. OF JUSTICE

[Handwritten signature]

[Handwritten signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: June 23, 1950

FROM : SAC, El Paso

SUBJECT: PREPARATION OF ACCOUNTING REPORT

Recently SA JAMES W. SHEPARD was assisting Assistant United States Attorney [redacted] in the preparation of an information from a Bureau accounting report.

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[redacted] stated at this time that it would be of great assistance to him if the Bureau reports were set up in such a manner that all of the witnesses which were to be used in proving all of the items of offenses could be set forth in one section, one following the other. He pointed out that in trying a case in court, each witness would be interrogated pertaining to all of the information in his possession pertaining to the case at one time rather than having him reappear on several occasions to testify as to his knowledge of the different items of offense.

He also pointed out that in the event he was questioning a witness on the stand pertaining to one or more items of offenses, that it would be necessary for him to thumb through the report in the courtroom in an effort to obtain what the witness could testify to, inasmuch as the information was usually set forth for the same witness under two or three items of offenses. He stated that this would cause confusion to him and that it would create a bad impression in the courtroom.

He advised that the Bureau's policy of setting forth a description of the various items of offenses preceding the witnesses was very helpful to him in preparing his order and method of proof. He said that he felt that if the witnesses were grouped in one place, that it would be of much greater assistance to him.

[redacted] observations are being submitted to the Bureau for its consideration.

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b7CJWS:bgh
29-00

RECORDED - 5

cc: 49-00
46-00

INDEXED - 5

66-2455-1034

Memo El Paso 6-30-50
JWC

JWC

2 Aug 80 11 453

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b7C

Report of:	Dated:	At:	File:
[redacted] --lcv	12-18-50	Salt Lake City	100-34625

Origin of Case:	Period:
Salt Lake City	3-19,21,30,31; 4-14,22,25,29; 5-3-49

Title:	Character of Case:
[redacted] with aliases:	NEUTRALITY ACT
[redacted]	
[redacted], alias [redacted]	

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SYNOPSIS:

Early fall 1948 Subject [redacted], in Tucson, Arizona, briefly engaged brick business. September 1948, using name [redacted], leased abandoned brickyard, ----- etc.

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b7C

Approved & Forwarded:	SAC	Do Not Write in These Spaces	
Copies to:			

24-35-1035
ENC

Federal Bureau of Investigation
United States Department of Justice

419 North American Life & Casualty Building
1750 Hennepin Avenue
Minneapolis 3, Minnesota
June 26, 1950

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington 25, D. C.

Dear Sir:

Re: SUGGESTION

I believe that the Bureau should go back to the old method of report writing and that the last report in the file by the office of origin should carry leads indicating all outstanding work to be done, including the old asterisk lead to other offices if necessary where same has already been stated to that office.

This practice was in effect for a number of years, and in my opinion, and in the opinion of all Agents who have considered the matter, the advantages far outweighed the disadvantages.

For example, a case file in which three Resident Agents have work in their respective districts and with no local angle in the headquarters city makes it impossible for any of the three Resident Agents to know the exact status of the case, except by memorandum from the desk supervisor in the headquarters city.

In many instances leads are buried in the file and brought to light only through laborious file review, which in my opinion wastes a lot of time. I would say off hand that there is three times as much time wasted by Agent personnel and supervisory personnel in keeping track of the condition of a file than there is used by stenographic personnel in restating leads and having the top report show a comprehensive picture of the work yet to be done.

I understood when this system was abandoned that the only reason therefor was to save stenographic time. I have talked to a number of SACs about it over a period of years, and have never found one who did not agree that the system of setting out leads was more expedient for everyone in every respect.

Respectfully submitted,

RECORDED - 103
INDEXED - 103

E. N. NOTESTEEN
ASAC

Letter to Mr. Notestein
7/11/50 - JHM: dgh
7/11

EAN:EB

SEP 9 1950

1036
P

SAC, Little Rock

July 19, 1950

Director, FBI

REPORT WRITING

Attached for your information is a copy of a letter from U. S. Attorney James T. Gooch dated July 13, 1950, containing a suggestion for the elimination of certain summary reports in an effort to reduce paper work. A copy of the Bureau's reply to Mr. Gooch is also attached.

You should note that Mr. Gooch feels that summary reports can be eliminated in certain instances, especially where Rule 7b and Rule 20 are applied.

The Bureau desires that in the future you make certain that no unnecessary investigative reports, either summary or otherwise, are furnished Mr. Gooch. You should bear in mind that under Section 56, Part I of the FBI Handbook, summary reports may be prepared as the initial report upon completion of investigation involving probable prosecution.

For your information, the Bureau does not contemplate changing any of its existing rules as a result of Mr. Gooch's suggestion.

Attachments

CDM:jmf

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

RECORDED - 58
INDEXED - 58

JUL 20 1950

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date July 13, 1950

To: Director, FBI

From: Special Agent J. Edward Lawler

Field Office or Division Richmond

SUGGESTION: It is suggested that the Bureau give consideration to requiring the field offices to include on the lead sheet beside the cities where investigation is to be conducted, the name of the county in which the city is located. The current mailing list reflects that 26 of the 52 field divisions could utilize this system, since a state is divided between two such field divisions, necessitating the office setting forth the lead to check the Postal Guide to determine the covering Field Division. Since this work is already done, it is not believed that additional work is necessary to require it.

Its advantages are: Alleviation of administrative work in field division where investigation is requested in looking up the county for assignment to proper Agent.

It should save at least \$ _____ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

J. Edward Lawler
(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director: I feel that this recommendation is very pertinent and of considerable use. In addition, as a logical suggestion it would not require any great change in the Bureau's procedures in order to put it into force. A practical example of this is the case entitled _____ wa., FUGITIVE, DESERTER. This suggestion could be expanded so that the office setting forth the lead could provide a copy of the report for each county where investigation is requested so as not to deplete the office file in such office and delay execution of leads or require the receiving office to type additional copies.

R. H. Tamberbach
(Signature)
SPECIAL AGENT IN CHARGE

RECORDED - 38

INDEXED - 38

Letter to
Mr. Lawler
7-20-50
FHM:CLS

66-2435-1015

Two

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b7c

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

FROM : F. W. WAIKART

SUBJECT: READING OF SYNOPSIS IN APPLICANT CASES
(118, 123, 124, and 126.)

DATE: 6/12/50

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Holmes _____
Miss Gandy _____

Reference is made to the attached suggestion by [redacted] of the Classifying Unit of the Records Section, wherein he suggests that we read only the synopsis of reports in classifications 118, 123, 124, and 126.

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b7C

[redacted] points out in his memorandum that all such applicant mail is immediately directed to the Supervisor's Offices upon receipt at the Bureau, and is not returned to the Records Section until the case is completed. Thus, the Supervisor has an opportunity after reading these reports to indicate the necessary indexing by the conventional green underlining method. Also in this regard the synopsis of these reports should contain reference to any derogatory information which is incorporated in the body of the report. Consequently, the classifier can quickly refer to the pertinent section of the report for an elaboration of the information contained in the synopsis.

The Records Section has obtained previous Bureau approval for the reading of only the synopsis in the type of classifications listed below:

DATE	MEMORANDUM	CLASSIFICATIONS
April 13, 1944	O. H. Patterson to Mr. Nichols	17, 25, 29, 36, 46, 48, 49, 60, 77, 83, 84, 85, 86, 93, 96.
Jan. 7, 1946	E. J. McCabe to Mr. Rosen	42
May 1, 1946	R. F. Cartwright to Mr. Nichols	46, 62, 73.

It is the writer's belief that the four suggested classifications should be added to our present list of reports that are read in the synopsis only for the reason mentioned above.

RECOMMENDATION:

It is, therefore, recommended that this suggestion be adopted. However, this memorandum should be directed to Mr. Callan's Office of the Investigative Division for any observation that he may have.

OGM:bp

118- C Sa

123- VOA

124- ECA

126- SEP 8

126- Not Security Resource Bo.

OK
I recommend
adoption

INDEXED

RECORDED

FEB 1951

AUG 10 1950

1 10

118-42-1039

July 24, 1950

66 73 ✓
Honorable Gilmore S. Haynie
United States Attorney
U. S. Post Office Building
Fort Wayne, Indiana

My dear Mr. Haynie:

I would like to thank you for your very kind letter of July 17, 1950, concerning relations with Mr. Harvey Foster, Special Agent in Charge at Indianapolis, and the Agent personnel of that office. Your kind remarks concerning the excellent relations existing with your office are certainly appreciated.

In connection with your suggestion that extra copies of reports be furnished the United States Attorney in cases where defendants are given separate trials, please feel free to make known to Mr. Foster your needs for such additional copies of reports in these cases. The Indianapolis office will gladly furnish extra copies of reports upon your request. Your thoughtfulness in bringing this matter to my attention is appreciated. You may be assured that it is a real pleasure to be of service to your office.

With warmest and best regards,

Sincerely yours,

J. Edgar Hoover

cc - Indianapolis (with copy of incoming - You should immediately contact Mr. Haynie and advise him to make known to you his needs for additional copies of reports in cases where severance is granted under Rule 14 of the Federal Rules of Criminal Procedure resulting in separate trials in cases involving more than one defendant. You must make certain that Mr. Haynie is always furnished clear and legible copies in these cases.

CDM:FMB

453 2

ORIGINAL COPY FILED IN

UNITED STATES DEPARTMENT OF JUSTICE
UNITED STATES ATTORNEY

Northern District of Indiana
Fort Wayne 1, Indiana
July 17, 1950

Honorable J. Edgar Hoover
Director
Federal Bureau of Investigation

My dear Mr. Hoover:

This is to acknowledge receipt of your letter of June 30th requesting suggestions with respect to the work performed by the Federal Bureau of Investigation.

The excellent service which the Special Agent in Charge for Indiana, and the individual agents, have always rendered to this office makes it exceedingly difficult to make suggestions which might improve the services rendered.

Throughout the past year this office found it necessary to try several involved cases and the successful prosecution of all the defendants involved was due primarily to the fine reports submitted by the individual agents, as well as their thorough preparation and assistance during the trial of the aforementioned cases.

Mr. Harvey G. Foster, Special Agent in Charge for the State of Indiana has rendered invaluable service by making available additional data and evidence needed for rebuttal with a very minimum of notice and his personal leadership and supervision during the apprehension of several notorious criminals during the past few months has added even greater prestige to the high opinion held by the citizens of the state of Indiana toward the Federal Bureau of Investigation.

The only suggestion that I might make to improve the service being rendered by the Federal Bureau of Investigation is that in cases involving several defendants in which it may be anticipated that there will be a motion for separate trials, the submission to the United States Attorney of several case reports would make it possible for all attorneys participating in the trials to individually retain with their trial brief the agent's report, whereas if only one report is submitted it sometimes becomes necessary either to have additional copies made in the United States Attorney's office or the copy submitted must be shared by all of the Attorneys.

Respectfully yours,

Gilmore S. Haynie
United States Attorney

NOT RECORDED
25 AUG 7 1950

GSH:ML

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. WALKER *mk*

FROM : CLASSIFYING

SUBJECT: READING REPORTS

DATE: April 14, 1950

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b7c

Tolson _____

Ladd _____

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Glavin _____

Nichols _____

Rosen _____

Tracy _____

Harbo _____

Mohr _____

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Nease _____

Gandy _____

SUGGESTION

That it be necessary for classifiers to read only the ~~synopsis~~ of reports in ~~classifications~~ 118, 123, 124 and 126.

These are all applicant investigations and are read by the Supervisor handling the case before coming to the classifying unit. By having the classifier read them it appears to be a duplication of work.

The indexing required in this type of report is the relatives of the applicant determined to be subversive and individuals associated with the applicant that are sub-versive. The amount of subversive element found in these reports is relatively small, thereby requiring very little indexing.

By handling the reports in the following manner the sub-versive element would be indexed.

If the supervisor in reading the reports finds some subversive material he would make a large green X (as is now done in 77 cases) or some other distinguishing work on the report to show there was subversive material in it. The classifier would then be required to read and index all reports with this mark. All reports not marked only the synopsis would be read.

This would save considerable time for the classifier, get the mail into file quicker and also insure that all necessary indexing has been done.

In this same field is the 116 classification. These reports do not carry a synopsis, but could also be handled in the same manner since they are also read by the supervisor and on the whole, the amount of indexing in this type report is also small.

INDEXED 119

RECORDED - 119

EX-55

AUG 19 1950

476
63 SEP 8 1950
66-2435-1040
BR
yan

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : JOINT COMMITTEE

DATE: August 14, 1950

SUBJECT: SUGGESTION NO. 480
EMPLOYEE: SA ELDRED W. COX
NEW YORK OFFICE
REPORTS ON TOP FUNCTIONARIES OF COMMUNIST PARTY

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
E. Scheidt
S. K. McKee

Tolson ☒
Ladd ☒
Clegg ☒
Glavin ☒
Nichols ☒
Rosen ☒
Tracy ☒
Harbo ☒
Mohr ☒
Tele. Room ☒
Nease ☒
Gandy ☒
5256

SUGGESTION: That in the preparation of future reports having to do with top functionaries of the Communist Party, that on the informant page there be placed by the name of each informant symbol the word admissible or inadmissible to mean that the data in question was either legally admissible or legally inadmissible. This suggestion was made in order to be of assistance in the preparation of future reports.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

It is the feeling of the Joint Committee that a notation to the effect that certain evidence was admissible on one date might be incorrect on a subsequent date. It was also felt that matters of such import should receive complete handling at the time an investigative report is prepared and that decisions as to whether evidence is admissible should be made at the time a report is prepared and not on the basis of prior advice or prior opinion.

cc: Mr. Clegg
Mr. Mohr

56 AUG 25 1950
HHC:m

RG 65

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INDEXED

66-2435-1041
AUG 12 1950

THO
PERS. FILES

5928

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: July 5, 1950

FROM : SAC, New York

SUBJECT: SUGGESTION CONCERNING REPORTS ON TOP FUNCTIONARIES
OF THE COMMUNIST PARTY

In response to your letter of June 21, 1950, regarding SUGGESTIONS, SA ELDRED W. COX has submitted a suggestion concerning investigative reports submitted on top functionaries.

At the present time, investigative reports are submitted every forty-five days and a prosecutive summary report is submitted each year.

Frequently when the yearly prosecutive summary reports are prepared, it is found necessary to determine whether Confidential Informants who are listed as sources in the regular investigative reports are competent witnesses to testify in court. This often necessitates communications between field divisions.

SA ELDRED W. COX has, therefore, suggested that whenever investigative reports are submitted on top functionaries that the agent preparing the report note on the Informant's page of such report whether the information set out is admissible as evidence and whether the Informant is a competent witness to testify in court as to the information ascribed to the Informant.

In those cases where information is reported which is obtained from some investigative technique which requires that Special Agents testify as to the information secured the names of such agents who are competent to testify should also appear on the Informant page.

In those cases where information is set out which is inadmissible, this could be shown on the Informant page by simply placing the word inadmissible after the Informant symbol. Where the information is admissible as evidence, this could be shown by adding the word, admissible, after the symbol of the Informant.

As this suggestion might result in considerable saving of communications between field divisions, I am forwarding it to you for your consideration.

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EX-16

EWC:KDD

453

Letter to Mr. Cox
7/11/50 - Hmc: dgh

100-2425-1042
Joint Committee memo to Director
8/14/50
5022

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: August 14, 1950

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #509

EMPLOYEE:
RE: FORMS - REPORTMEMBERS PRESENT: H. H. CLEGG
R. T. HARBO
S. K. McKEE
E. SCHEIDT

Mr. Tolson	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Egan	✓
Mr. Gurnea	✓
Mr. Harbo	✓
Mr. Mohr	✓
Mr. Pennington	✓
Mr. Quinn Tamm	✓
Tele. Room	✓
Mr. Nease	✓
Miss Holmes	✓
Miss Gandy	✓

Miss Hyer

5254

SUGGESTION:

That "Federal Bureau of Investigation" be added to the top of Form #3 and that the inscription "Bureau of Investigation" which appears at the bottom of the form be changed to "Federal Bureau of Investigation." This is the pink form which serves as the first page of summary investigative reports.

JOINT COMMITTEE CONSIDERATION:

Unanimously that the proposed changes should be made when next a supply of the form is printed, in order that the legends on the form will be consistent with those appearing on the Form #1 which is the first page of regular investigative reports.

cc-Mr. Clegg
Mr. Mohr
RTH:AFRECORDED - 58
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66-2435-1043

Form 3 Book changed
8/21/50 c.m.p. nigr

Zemg

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date July 11, 1950

To: DIRECTOR, FBI

From:

Field Office or Division NEWARK

SUGGESTION: That "FEDERAL BUREAU OF INVESTIGATION" be added to the top of Form No. 3 (Summary Report Form), and that at the bottom "Bureau of Investigation" be changed to "FEDERAL BUREAU OF INVESTIGATION."

Its advantages are: This form will then be consistent with report forms Nos. 1 and 2 which bear our name at the top and outside agencies will know instantly from whom they received the report. Also, Form No. 3 will reflect the correct name of this Bureau.

It should save at least \$ --- annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

Comments and recommendation of Supervisor, SAC, or Assistant Director:

As regular or Form #1 reports bear the legend Federal Bureau of Investigation I feel such is desirable on Form #3, Summary Reports. It is recommended that this suggestion be put into effect when the supply of forms are next printed.

RECORDED - 58

INDEXED - 58 (Signature)

SPECIAL AGENT IN CHARGE
(Title)

EX-71

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Office Memorandum • UNITED STATES GOVERNMENT

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b7C

TO : THE DIRECTOR

DATE: 8/16/50

FROM : JOINT COMMITTEE ✓

SUBJECT: SUGGESTION NO. 472

SAVINGS: None

EMPLOYEE: SA [REDACTED]

AWARD: None

NEW YORK OFFICE

CLOSING REPORTS - SECURITY CASES

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/7/91

BY SP5 CCH/HF

Tolson ✓
Ladd ✓
Clegg ✓
Glavin ✓
Nichols ✓
Rosen ✓
Tracy ✓
Harbo ✓
Mohr ✓
Tele. Room ✓
Nease ✓
Gandy ✓

Investigative Reports

SUGGESTION: In connection with Bureau instructions to Agents handling Communist type investigations to consider the value of an interview with the subject when the purpose of the inquiry is to determine if the subject was or ever had been a member of the Communist Party, it is suggested that the Bureau supplement its instructions with a requirement that closing reports in Internal Security - C cases and Security Matter - C cases be required to contain a specific statement on the administrative page reflecting that such consideration had been given to an interview with the subject and the reason for not requesting permission to arrange for an interview.

Messrs. Baumgardner, Laughlin and Belmont of the Security Division felt that this was a good idea.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee felt that it would be unwise to make this a formal requirement. It would be in the way of an explanation as to why no positive action had been taken of a certain type; and it would be another thing for Agents to remember during the preparation and dictation of a report. The requirement that this be considered has been issued as a matter of policy, and an explanation as to negative action in each closing report would seem to be routine and unnecessary. When positive action is required, they would communicate with the Bureau. If the action had not been taken at the time the case was closed, the Bureau could, when the answer was not obvious on the face, make inquiry; but it was felt unwise to make it a specific requirement for inclusion in reports.

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ok

cc: Mr. Clegg

Mr. Mohr

32 SEP 18 1950

HHC:ogn

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RECORDED - 76

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable.

The Executives Conference on 8-17-50, with Messrs. Glavin, Harbo, Tracy, Mohr, Belmont, Ladd, Sizoo, Hargett, Nichols, Nease and Clegg present, considered the above suggestion and were unanimously unfavorable.

OK
✓
9-2

MR. TOLSON

8-11-50

Mr. H. H. Clegg

STATE DEPARTMENT EMPLOYEE LOYALTY INVESTIGATION

Purpose

To secure approval of suggested memoranda to officials and Supervisors at the Seat of Government and to the Inspection Staff relative to the Director's comment in connection with investigative reports, "We ought to give some thought to this and make certain our reports are clear and streamlined as much as possible." Also, to set forth additional observations and results of the review of 3 cases given as examples by Senator Lodge.

Background

Reference is made to the attached memorandum from Mr. Glavin to the Director dated 7-24-50. In reflecting information in the Congressional Record of 7-21-50, having to do with the above-captioned matter, the following was set forth:

"On page 10931, Mr. Lodge stated that the FBI files are extremely complicated, very voluminous and the FBI notations appear in a special format, a special style, and if one is limited to reading the files alone, it is obviously impossible to reach a conclusion regarding the character of an individual without knowing whether the allegations are true or false."

To this the Director made the comment set forth above.

Action

There is attached a suggested Memorandum to All Bureau Officials and Supervisors at the Seat of Government alerting them to make certain our reports are clear and streamlined as much as possible; that our investigations are complete; and where not so, in individual cases such should be taken up with the Field with a view to taking corrective action. There is also attached a suggested memorandum to the Inspection Staff along the same line, instructing a discussion of this matter with Agents during inspection conferences. In addition, this matter will continue to be brought to the attention of all Agents in training.

Additional Observations

Senator Lodge speaks of reviewing 12 of 81 files made available to the Committee at the White House. These were the Loyalty files of the State Department. In some we had not made

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

Attachments

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66 OCT 18 1950

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full Field Loyalty investigations. In others we had made Loyalty investigations but for some other agency and these reports were, of course, not in the State Department files. It is known that those files contained a collection of material from many sources. Lodge vociferously disclaimed any intention of being critical of the FBI but about these files (the State Department files) he stated in connection with his inability to reach conclusions on them (page 10931):

"I repeat. I was unable to reach conclusions on the files because the leads were not followed up, the evidence was not developed, the credibility of the witnesses was not demonstrated, and all sorts of extremely damaging allegations about the subject of the files were neither proved nor disproved."

He cites 3 examples and in connection with one he stated (page 10931):

"If one is limited to reading the file alone, it is obviously impossible to reach a conclusion regarding the character of this man without knowing whether this allegation is true or false."

He later stated in connection with a refused request for FBI assistance in reviewing these files (page 10931):

"If any of my colleagues have never seen one of those files, I may suggest that they are extremely complicated, very voluminous, and the FBI notations appear in a special format, a special style."

It is an interpreted combination of these latter two statements which were made in connection with two different problems that is set forth above and he was speaking of the State Department files that he reviewed at the White House.

Senator Lodge later states that he had discussed the state of these files with others (page 10932):

".....but they confirmed my view that the files were not sufficiently developed, were not sufficiently complete to enable a person to reach a conclusion based on the files alone."

Later he states (page 10932):

"There were many files in which there was no full field investigation by the FBI whatever."

Still later he states (page 10932):

"The files contain rumors and reports from the FBI in addition, in some of the files, to the results of field investigations. There were admittedly rumors and reports. Now, of course, the FBI is not going to vouch for every single rumor and report. No investigative agency is going to do that. So, when I say a rumor about a man is neither proved or disproved in the file, that is no criticism of the FBI at all. That is no criticism of anybody. It simply means that that file is not sufficiently complete to enable one to reach a conclusion. That is all there is to that."

Action

Based on the information set forth by Senator Lodge in his three examples, the Loyalty Section of the Security Division believes the 3 cases referred to by Senator Lodge are those of

[redacted] Full Field Loyalty investigations had been completed on the first two [redacted] of these men prior to the time that Senator Lodge looked at the files. The reports had been reviewed by the Training and Inspection Division (H. E. Long) prior to their dissemination and were considered to have been complete at that time. They have again been reviewed in the Training and Inspection Division by a different individual [redacted]. His opinion is that the investigations were full and complete and any incompleteness in the State Department files which Senator Lodge reviewed is not properly chargeable to our handling of the cases.

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At the time that Senator Lodge looked at the files, a Loyalty investigation had not been made of [redacted], the third individual. Such an investigation has since been made at the request of the Department of Justice after consultation with the State Department and the reports sent to the Civil Service Commission on August 4, 1950. In connection with [redacted] on May 17, 1943, the Department of Justice was furnished the information in our files on [redacted] and was requested to advise if a full Field investigation should be conducted. On June 9, 1943, Mr. Peyton Ford advised that, following an exchange of letters between the State and Justice Departments, he did not "believe it would be necessary to undertake a full Field Loyalty investigation in this case at the present time." (121-11900-6) Accordingly, with the Director's approval, (121-11900-3) the following notation was placed on the reverse side of [redacted] Loyalty form, "Information concerning [redacted] contained

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in the files of the FBI was furnished to the Department of State by the Department of Justice by letter of May 20, 1948. No additional information concerning the employee appears in the files of this Bureau and in the absence of a specific request from the employing agency, no investigation will be conducted pursuant to the provisions of Executive Order 9835."

RECOMMENDATION: That the attached suggested communications to all officials and Supervisors and the Inspection Staff be approved.

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date August 17, 1950

To: Director, FBI

From: VINCENT D. GARVEY, Special Agent

Field Office or Division Butte

SUGGESTION:

(See attached pages)

Its advantages are:

It should save at least \$_____ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

Vincent D. Garvey
(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

This appears to be a reasonable suggestion. **RECORDED - 4**

*Let. to Mr. Garvey
9/27/50 - HMC: dgh
1 Copy to
del. to
NOV 18 1950*

*Jt Comm. Memo
11/3/50 - HMC: dgh*

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INDEXED
SEP 11 1950
EX-32

V. P. Bennett
(Signature)

Special Agent in Charge
(Title)

dgh *fact*

During the spring of 1948 the writer was supervisor at the Bureau in connection with the Loyalty of Government Employees project. Frequently in reports or correspondence containing the names of numerous persons and organizations, a number of supervisors simultaneously would need, for dictation and reference purposes, the first report page or cover letter of a voluminous report which for indexing and file purposes would be broken down into a number of sections. As a result of these observations the following suggestion is made.

Many field divisions, usually with reference to reports or correspondence on Security Matters, transmit to the Bureau correspondence and reports which in some instances are so voluminous they are broken down into a number of sections which sometimes number as many as ten or fifteen sections. These reports or correspondence usually contain the names of numerous persons who are members of various groups considered subversive.

Frequently a number of supervisors or Bureau Officials will have occasion to use different sections of the same report. It is often necessary for these various supervisors and Bureau officials to have possession of the section which contains the first page of the report or the cover letter of transmittal or communication under which the voluminous material was transmitted to the Bureau in order to make proper reference or identify the title and character of the case, the author of the report, its date, office of origin, and file number of the field division submitting the report or correspondence. As stated above, these data are available only on the first page of the report or the cover letter.

In view of the above situation supervisors and other Bureau personnel, clerical and otherwise, spend a great deal of time in locating the first sections of voluminous report material for the reasons set out in the preceding paragraph.

It is believed that field divisions, in submitting to the Bureau voluminous reports or correspondence, should prepare at least two first page reports or cover letters under which the correspondence is transmitted to the Bureau. This would enable the Bureau to have an extra copy which would be used in the following manner:

If after receipt by the Bureau a voluminous report or correspondence were broken down into, say, twelve sections, the extra copy of the first page report or cover letter would be photographed or photostated and as many copies would be made as there are sections. Photographic or photostatic copies of the first page report or letter of transmittal could then be placed directly beneath the file cover of each section. This would permit the supervisor or Bureau Official in dictating to merely turn to the front of the section he was handling in order to make proper reference to the communication he was composing.

ADVANTAGES:

It is believed that if the above procedure were adopted by the Bureau and some larger field divisions, considerable time and effort would be saved in the administration of such matters. It is also suggested that the Bureau give consideration to this suggestion relative to voluminous material broken down into sections which are presently contained in the Bureau's files.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : JOINT COMMITTEE

DATE: 8/18/50

SUBJECT: ~~X~~ SUGGESTION NO. 454
RESTATEMENT OF LEADS

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

Tolson _____
Ladd _____
Clegg ✓ _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

SUGGESTION: That the office of origin be permitted (not mandatory) to periodically restate outstanding undeveloped leads on the administrative page of an investigative report. *Dgh. Hyer*

It will be recalled that a number of years ago a system was in practice requiring the office of origin, when submitting a report, but not more frequently than once each thirty days, restate all previously listed undeveloped leads, and when they were restated they would be marked with an asterisk to show that the leads were not new. This provided a follow-up, kept the file in a more up-to-date condition, reduced the possibility of overlooking a lead, required the Agents to review their files more thoroughly at the time reports were dictated in order to observe outstanding leads, and made easier subsequent file reviews.

The practice was discontinued because of stenographic shortages, and because each time this was done it would require more typing on a report and would require longer for the Agent to review the file in order to bring up-to-date the leads.

This matter was submitted to a number of SAC's, and no SAC's were opposed to the suggestion. The SAC's at Pittsburgh, San Antonio, San Francisco, Minneapolis, Chicago, Detroit, Kansas City, Omaha and Los Angeles were favorable to the suggestion that it be made permissive but not mandatory, due to the fact that in some simpler cases where there are not a large number of serials, it would be unnecessary.

All of the above offices except Pittsburgh recommended that the lead be restated on the regular lead page and marked with an asterisk. The Pittsburgh Office felt that the leads should appear on an administrative page and should be shortened or abridged.

A majority of the offices also favored a sixty-day interval rather than a thirty or ninety-day interval for restating the leads.

cc: Mr. Clegg

Mr. Mohr

HHC : dgh

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HEREIN IS UNCLASSIFIED
DATE 6/5/91 BY SP5 GIB/JHF

(Typed 9-5-50)
#HC

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RECORDED 125 SEP 15 1950

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JOINT COMMITTEE RECOMMENDATIONS:

1. That the office of origin be permitted to periodically restate outstanding leads. ~~with the following exceptions.~~
2. That the restated leads should be marked with asterisks and be listed on the regular lead pages.
3. That this practice, when followed, should be applied on a sixty-day interval. In other words, the office of origin would not restate leads more frequently than once each sixty days, and then only as reports are submitted by the office of origin.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable. HHC:DMG

On 8-24-50, the Executives Conference, with Messrs. Glavin, Tracy, Mohr, Belmont, Ladd, Sizoo, Hargett, Parsons, Nease, Nichols and Clegg present, considered the above suggestion and recommended unanimously favorable.

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Off. Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 8/15/50

FROM : Inspector [REDACTED]

SUBJECT: TEN-DAY REPORTS

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There is attached hereto a memorandum prepared by SAA [REDACTED]
[REDACTED] concerning the submission of ten-day reports in
accounting cases to the U. S. Attorneys.

I agree with [REDACTED] observation that this matter should
be considered at the Bureau and specific instructions issued
for the guidance of the field.

*Jt Comm. memo
11/3/50-HSC: dgh
Lett. to [REDACTED]
9/22/50-HSC: dgh
Enc. 1
The accountants in this Div.
that practically the way
reports furnished to
the F.R.A. Cases they handle to
we should have reports to the U.S.A. in
order to insure complete understanding of being
contemplated first investigation steps in other
noted the first investigation steps in other
Cases his to [REDACTED] facts with the
H*

1098

RECORDED 35
INDEXED 35
FBI ATTOR

Office Memorandum • UNITED STATES GOVERNMENT

TO : INSPECTOR [REDACTED]
 FROM : SA (A) [REDACTED]
 SUBJECT: TEN-DAY REPORTS

DATE: August 14, 1950

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During the current inspection, the necessity for the submission of copies of ten-day reports to the United States Attorney was brought to my attention.

It has been pointed out that the provisions of Section 11 M (8) of the Manual of Rules and Regulations provided for the submission of a copy of a report to the United States Attorney when the report contains an opinion rendered by him. It has also been pointed out that a ten-day report contains considerable administrative matter in that it is required that the work to be performed together with the approximate length of time to complete the investigation must be set forth.

It is observed that the Accounting Report submitted subsequent to the ten-day report and any progress reports provide for the results of the preliminary conference with the United States Attorney being set forth under the caption "Discovery and Nature of Irregularities". It has been suggested that the submission of a copy of a ten-day report to the United States Attorney is a duplication since the results of the interview with him will be set forth in the Accounting Report. Further, that the ten-day report contains information of administrative nature that should not be disseminated to the United States Attorney in accordance with Bureau Bulletin No. 34, Series 1949, dated July 8, 1949, Section (A).

This memorandum is prepared with the thought that you may desire to call this to the attention of the Bureau in order that explicit instructions may be issued concerning the submission of ten-day reports to the United States Attorneys.

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Inspection Report
 Louisville Office
 Inspector Gurnea
 August 14, 1950

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1045



UNITED STATES DEPARTMENT OF
FEDERAL BUREAU OF INVESTIGATION

~~STRICTLY CONFIDENTIAL~~

BUREAU BULLETIN NO. 58

Series 1950

In Reply, Please Refer to
File No.

October 26, 1950

WASHINGTON 25, D. C.

(A) UNNECESSARY PHRASEOLOGY IN APPLICANT REPORTS -- In Section J, Bureau Bulletin #14, Series 1948, the necessity for elimination of unnecessary phraseology in Bureau reports was called to your attention.

At the present time the Bureau is faced with unusually heavy demands for applicant investigations and it is necessary at this time to reemphasize the necessity for eliminating from Bureau applicant reports unnecessary phraseology. The reports should be short, concise and to the point.

If several persons are interviewed and state substantially the same favorable comments concerning the applicant, it obviously is not necessary to repeat those comments over and over again with respect to each person interviewed. The comments can obviously be grouped into one paragraph; however, it is necessary to set out the name and address of each individual interviewed except, of course, regarding those persons who make available credit and criminal records. Derogatory information must, of course, be fully reported and the reporting agent must be alert where subversive derogatory information is encountered to comply with loyalty investigation procedures. In such cases it is obvious that the applicant reports will be used in loyalty hearings and they should not be prepared in a fashion which will give the erroneous impression that the Bureau is emphasizing derogatory information furnished concerning the applicant and deprecating favorable information furnished concerning him. In the absence, however, of such derogatory information there is no reason for verbosity and useless repetition of similar favorable information furnished by numerous individuals interviewed.

The above comments are not to be considered as permitting any curtailment of investigation. Applicant investigations are to be conducted in accordance with the various manual provisions existing at this time. The purpose of these investigations is, of course, to develop all pertinent information concerning the applicant and the Bureau's position will be jeopardized if the investigation is not thorough. Therefore, while brevity in the reporting of such investigations is desirable, it is definitely not permissible to omit any pertinent investigative leads.

The above-mentioned instructions apply to applicant investigations covered by Sections 19 (Atomic Energy Act of 1946 - Applicant Investigations) and 103 (Applicant Investigations and Related Special Inquiries), of the Manual of Instructions, with the exception of Bureau applicants, the latest instructions concerning which are to be found in Bureau Bulletin #53, Section A, dated October 3, 1950.

Very truly yours,

John Edgar Hoover

Director

NOT RECORDED
146 OCT 28 1950

DECLASSIFIED BY SP-8 DMM
ON 3/17/83

132 OCT 31 1950

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Supervisory Report

(C) REPORT WRITING - INTERNAL SECURITY AND ESPIONAGE INVESTIGATIONS -- An examination of reports submitted in espionage and related cases discloses various apparent errors on the part of the field offices. These errors must be corrected, either at the Seat of Government, or in the field, when the report is returned with instructions to amend certain portions so that it will conform with current Bureau standards.

Many of these errors are of an obvious type and could be corrected by utilizing greater care in the preparation of the report and in reviewing it prior to approval by the supervisory officials in the field.

It is the responsibility of the reporting agent and the supervisory personnel to make certain that the report is accurate and correct both as to form and substance.

The following list consists of the most frequent and common errors made in report writing in these cases.

1. Failure properly to organize the dictation of reports in logical chronological sequence.

2. The information set forth in the synopsis does not agree with the details of the investigative section of the report.

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42 OCT 7 1950

[Handwritten signature]
OCT 10 1950

3. Submitting reports to the Bureau which include illegible mimeographed and carbon copies.

4. Many reports are received at the Bureau which are not thoroughly proofread since they contain poor phraseology, incorrect dates, misspelled words and numerous typographical errors.

5. Neglect in properly concealing the identity of confidential informants.

6. Listing an individual as a confidential informant on the informant page of the report without fully identifying him and giving the reason why he is so classified.

7. Improperly classifying material that is pertinent to the investigative section of the report as distinguished from material pertinent to the administrative section.

8. Setting forth conclusions and reporting agent's opinion in the body of reports.

9. Failure to set forth in the report the date pertinent information was received.

10. Neglecting to include a statement that confidential information obtained from banks and similar places of a confidential or quasi-confidential nature cannot be used in court without the issuance of a subpoena when this information was obtained with the understanding that it was to be treated as confidential.

11. Failure to include references in reports and to send copies of reports to appropriate offices for their information.

12. Insufficient identification of names of individuals and organizations.

13. There is also a tendency not to refer to the original source of information and to attribute the information received to another Bureau report or communication as the original source.

14. Reports also contain statements that a contact of the subject is the subject of a separate Bureau investigation instead of furnishing descriptive information concerning the contact which is contained in his individual case file.

15. Various reports contain such statements as "by suitable pretext" or "a pretext interview" which in itself discloses an investigative technique and, because it is administrative in nature, should not appear in this form in the investigative section but should be attributed to a "T" symbol and explained in the administrative section.

16. Lack of physical descriptions and failure to submit photographs of subjects to the Bureau.

17. Reports contain statements to the effect that an informant has stated he knows or believes a subject to be or has been a Communist Party member without giving additional statements showing the basis for the informant's statement or the reason the informant knows or believes the information he is furnishing is true.

18. Failure to utilize logical headings and subheadings which in many cases would improve the general organization and help clarify the report.

19. In many cases leads are set forth for auxiliary offices to identify persons associated with the subject who are described in the administrative section. After the associate is identified by the auxiliary offices and the pertinency established, the identification of this associate should appear in the investigative section of the report. In reporting this identification in the investigative section, it will be necessary to reiterate information from the administrative section of the previous report requesting this identification to show that the person identified in the current report was known to be an associate of the subject. When reiterating this information, reference should only be made to the original source and not to prior Bureau communications or reports.

20. There are also instances where the field offices do not review all of the references concerning an individual or an organization which is contained in other files in the possession of the field offices. This procedure is necessary in order to insure that all pertinent information concerning the individual or organization will be consolidated into the main case file and to make certain that all investigative leads will be covered.

The Bureau desires that this matter be discussed at the next scheduled conference in those field offices where investigative personnel are assigned exclusively to internal security and espionage cases. Those offices which do not have agents assigned exclusively to this type investigation are instructed to discuss this matter fully at the next agents' quarterly general conference.



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

August 23, 1950

WASHINGTON 25, D. C.

MEMO FOR MR. HOOVER	BROWN, B. C.	HOLLOMAN	NEASE
TOLSON	CALLAHAN	JONES, M. A.	PARSONS
CLEGG	CALLAN	KEAY	PENNINGTON
CONNELLEY	CARLSON	LAUGHLIN	PONTZ
GLAVIN	CONRAD	LEONARD	RENNEBERGER
HARBO	DOWNING	LONG	ROGERS
LADD	EDWARDS, H. L.	McGUIRE	SCOTT
NICHOLS	EGAN	McINTIRE, F. H.	SIZOO
ROSEN	FEENEY	McINTIRE, K. R.	TAMM, Q.
TRACY	GEARTY, G.	MOBLEY	WAIKART
BAUMGARDNER	HARGETT	MOHR	<u>AND SUPERVISORS</u>
BELMONT	HENNRICH	NANNA	
BOWLES		NAUGHTEN	

(A) INVESTIGATIONS AND REPORTS -- It is reiterated that in our review of reports we must make certain that our investigations are complete and every possible effort is made to prove or disprove pertinent matters. We must then make certain our reports are clear and streamlined as much as possible. This must receive continuous attention and where investigations are found incomplete or reports are not properly prepared, such must be brought to the attention of the Field service looking toward corrective measures.

NOT RECORDED
75 SEP 27 1950

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Joint Committee

DATE: September 27, 1950

FROM : Mr. Rosen *RJA*SUBJECT: SUGGESTION NUMBER 534
ELIMINATION OF BUREAU FOLLOW-UP
FORM NUMBER O-1 and
DEADLINE EXTENSION LETTERS

Tolson	_____
Ladd	_____
Clegg	_____
Glavin	_____
Nichols	_____
Rosen	_____
Tracy	_____
Harbo	_____
Belmont	_____
Mohr	_____
Tele. Room	_____
Nease	_____
Gandy	_____

Special Agent [] of the Pittsburgh Division has suggested that the use of Bureau form O-1 (copy attached) be discontinued and the discontinuance of deadline extension letters. *ab*

1. Bureau Follow-up Form #O-1

Special Agent [] states that in most instances the form is received five days or a week after a report has been forwarded and it is still necessary to make a search of Field Division indices and an examination by the Supervisor causing a waste of valuable clerical and supervisor time.

b6
b7C2. ~~Deadline Extension Letters~~

Special Agent [] suggests the discontinuance of Field letters requesting an extension of time in deadline cases because the Bureau knows the impossibility of meeting deadlines due to heavy volumes of work and the shortage of personnel. The writing of these letters takes up too much clerical, agent, and supervisory time.

COMMENT:

1. ~~Bureau Follow-up Form #O-1~~

The experience of supervisory personnel in the Investigative Division refutes [] statement that the follow-up form is received after the report has been dispatched. This form has other purposes such as requesting advice as to the status of the investigation, instructing that a report be submitted and inquiring as to when a report will be submitted. The form is a simple administrative device that is filled out in long hand by the supervisor and routed direct to the mail room. Where the Field file number is known it is included and therefore obviates the necessity of a search of Field Office indices. It is not a permanent record and the Field Office reply is noted on the form which is returned to the Bureau. This saves stenographic time at the Field. The letter is not filed in either the Field or the Bureau and is a saving in filing time both places.

b6
b7C

This is an excellent streamlined device and its use has been satisfactory in this Division.

CJM:pdw *plw*

Memorandum to the Joint Committee

RECOMMENDATION:

It is recommended that the suggestion as to this form be considered unfavorably.

COMMENT:

2. Deadline Extension Letters

This is absolutely necessary. If we don't know when to expect a report when the Field has not met the deadline we won't know the status of the investigation. For instance the Atomic Energy Commission frequently asks when the investigation will be completed and if we don't have an estimate from the Field we won't be able to answer such inquiries.

If the suggestion is adopted we completely lose control of the case and might as well not have deadlines.

SAC Letter #69, dated September 22, 1950 (H) stresses the necessity of meeting AEA-A deadlines. If these letters were not received they would place on the Bureau the necessity of following each case to insure the deadlines were met or in the alternative getting an answer as to why they were not met. In Atomic Energy alone we receive at the present time approximately 5,000 new cases each month. Each investigation averages work in 4 offices. To follow 20,000 individual office investigations monthly from the Seat Of Government without the advice submitted by these letters would be prohibitive in personnel time.

RECOMMENDATION:

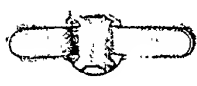
It is recommended that this suggestion be considered unfavorably.

If the same is not done it is suggested that the views of the Security Division be considered in connection with Special Agent Rose's suggestions.

We have already advised Prof. + Training Dir that Sec. Dir. was opposed to these suggestions

J

411



ENCLOSURE

66-2435-1041

Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC, (Your file) DATE:

FROM : Director, FBI

SUBJECT:

- () The deadline in this case has passed and the Bureau has not received a report. You are instructed to immediately submit a report. In the event a report has been submitted, you should make a notation of the date on which it was submitted on this letter and return it to the Bureau.

Report submitted _____

Report will be submitted _____

Reason for delay _____

- _____
- _____
- () Advise Bureau re status of this case.
- () Advise Bureau when report may be expected.
- () Surep immediately.

(Place your reply on this form and return to the Bureau. Note on the top serial in the case file the receipt and acknowledgment of this communication.)

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 1
Page 101 ~ Referral/Direct